

COMPANY REGISTRATION NUMBER: SC268081  
CHARITY REGISTRATION NUMBER: SC014949

**Dundee International Women's Centre**

**Company Limited by Guarantee**

**Financial Statements**

**31 March 2019**

18 North Street  
GLENROTHES  
Fife  
KY7 5NA  
Tel No: 01592 610388  
Fax No: 01592 611113

8 Mitchell Street  
LEVEN  
Fife  
KY8 4HJ  
Tel No: 01333 425250  
Fax No: 01333 425655

**PATERSON BOYD & Co.**  
Chartered Accountants

# Dundee International Women's Centre

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2019

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	Page
Trustees' annual report (incorporating the director's report)	1
Independent auditor's report to the members	7
Statement of financial activities (including income and expenditure account)	11
Statement of financial position	12
Statement of cash flows	13
Notes to the financial statements	14
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	33
Notes to the detailed statement of financial activities	36

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# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2019

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2019.

## Reference and administrative details

<b>Registered charity name</b>	Dundee International Women's Centre
<b>Charity registration number</b>	SC014949
<b>Company registration number</b>	SC268081
<b>Principal office and registered office</b>	Unit 9 Manhattan Business Park Dundonald Street Dundee DD3 7PY
<b>The trustees</b>	Nasreen Mohammed Rokhsana Hamid Helen Smith Mariam Okhai Anna Lendrum Vered Hopkins (Resigned 26 August 2018) Regan Shaw (Resigned 17 July 2018) Julia Brown (Resigned 29 August 2018)
<b>Auditor</b>	Paterson Boyd & Co Limited Chartered Accountants & Statutory Auditor 18 North Street Glenrothes Fife KY7 5NA
<b>Bankers</b>	CAF 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JT

# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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Royal Bank of Scotland  
3 High Street  
Dundee  
DD1 9LY

Solicitors                      Sencot Legal  
   43 Bath Street  
   Glasgow  
   G2 1HW

## Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 May 2004 and registered as a charity since September 1989. The company was established under Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

A revised Memorandum of Association was created, presented and agreed in September 2018.

### Recruitment and appointment of board of directors

Prospective directors are required to complete an application form and be interviewed before being co-opted if a meeting of the Board agrees. They then need to stand for election at the next AGM. Any other member of the organisation can stand for election to the Board at this time.

Following the AGM in September 2018, the quorum for Directors' meetings shall be 50% plus one of the elected board (rounded up to the nearest greater whole number) but no less than three directors.

### Induction and training of directors

All new board members are invited to attend an induction training session to help them familiarise themselves with the work of the organisation.

Ongoing training is provided to directors as required.

### Health and safety

Fire drills with full evacuation are carried out a minimum of 2 times a year. All rooms are risk assessed regularly particularly when new furniture, equipment or activities are planned and time limits are set on the actions required to be taken. Staff are fed back all findings and future actions to be implemented, following risk assessments, at team meetings.

The board will continue to be responsible for ensuring regular risk assessments and procedures are carried out and followed. The risk register will be updated on an annual basis and any new regulations or actions requiring implementation are fed back to staff during weekly team meetings.

# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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Structure, governance and management *(continued)*

## Risk management

### Reducing risk on grant funding

Dundee International Women's Centre (DIWC) has continued to support the development of its social enterprise business, Rise and Shine Childcare Service (R&S) set up by DIWC to help reduce reliance on grant funding and provide a wider range of services in the future.

Over the past year R&S has continued to achieve both its social and financial aims. The social aims have been met through providing a number of employment opportunities. In addition, the financial aim of generating income to support the Centre's services was met.

## Financial controls

Appropriate systems and procedures, such as the Finance Policy and Procedures and funding strategies, are reviewed annually to ensure the mitigation of financial risks that the charity may face. The finance subgroup continues its work to ensure that the centre is complying with its financial governance procedures and that DIWC's financial systems and processes are implemented and followed to ensure that finances are recorded and monitored appropriately and efficiently as well as overseeing the production of management accounts for the year. DIWC recently updated their cash handling procedures to ensure the mitigation of financial risk.

## Objectives and activities

Dundee International Women's Centre has a clear vision and mission as set out in our 2016 - 2021 strategy document.

**Vision:** Engagement, Education, Self-Empowerment - Where women and girls achieve their personal goals, reach their full potential and prosper in their community.

**Mission:** DIWC addresses the needs of women, with an emphasis on those from black and minority ethnic (BME) communities: we work to promote and create learning opportunities for women to gain the confidence, life skills, education and employability skills to participate better in social, educational, political and economic life.

**Values:** Our work is underpinned by three core values and they guide how we behave and make decisions.

**Sense of belonging:** DIWC is a welcoming, friendly space where everyone can feel respected and part of the community.

**Providing Opportunities:** Broadening horizons by providing life-long learning and opportunities to participate.

**Self-Achievement:** Encouraging individuals to develop their confidence and skills to define, achieve and recognise personal success.

**Activities:** Acting as a channel of communication to help promote a collective voice for women, particularly those from BAME (Black, Asian and Minority Ethnic communities).

# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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## Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

### Achievements and performance

DIWC has been supporting women in Dundee for 50 years and continues to hold the same values as it did in 1969.

Over the past year, weekly attendance averaged 200 learners each week, taking part in a range of skills-based, formal and accredited learning, social groups and events, and employability support. This would not be possible without the work of volunteers who support and lead classes, work on the reception desk and help out at events.

### Financial review

Results for the year ended 31 March 2019 are given in the Statement of Financial Activities on page 11. The assets and liabilities are detailed on the Statement of Financial Position on page 12. The Statement of Financial Activities shows a net inflow of funds for the year of £54,832 (2018: net outflow of £41,429). Unrestricted funds now total £120,034, with restricted funds amounting to £34,944.

### Reserves policy

As a charity with a sizeable portion of its funding coming from time limited funds or grants, the organisation has had to constantly strive to maintain resources for the continuation of staff posts. The Board of Directors will work to continue retaining non restricted income to help build a "salary and overhead surplus" to reduce risks and overcome situations arising from any potential periods of anticipated or unanticipated financial difficulty. The organisation made the decision and continues to work towards building and/or retaining a constant surplus, equating the total of three months of core staff and overhead costs, to reduce the burden or need for potential redundancy and or financial crisis situations.

### Designated Funds

As the organisation moves towards generating unrestricted income from Social Enterprise Business, the Board of Directors have agreed to designate income raised via social enterprise projects to corresponding budgets e.g. income raised from childcare will cover the subcontracting of additional Childcare Practitioners, Registered Manager and also the Childcare workers salary as required. However, the Board reserves the right to allocate surplus funds from Social Enterprise Business to other areas of the Centre's work, where this decision will promote, expand or enhance the core aims of the Centre.

# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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## Plans for future periods

The Board of Directors and staff will continue to widen the range of funders, with an emphasis on finding non-restricted funds.

We plan to remain in and upgrade our existing premises.

It is not clear what effect Brexit may have on the women who come to DIWC. There may be a reduction in learners from Eastern and Central Europe, or there may be more learners wanting to work towards gaining UK citizenship. We are aware of this and will continue to monitor the needs of the communities we work with.

## Trustees' responsibilities statement

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

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

# Dundee International Women's Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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## Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

A resolution to reappoint Paterson Boyd & Co Limited as auditors will be proposed at the forthcoming Annual General Meeting.

The trustees' annual report and the strategic report were approved on 17 September 2019 and signed on behalf of the board of trustees by:



Helen Smith  
Trustee



# Dundee International Women's Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Dundee International Women's Centre

Year ended 31 March 2019

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## Opinion

We have audited the financial statements of Dundee International Women's Centre (the 'charity') for the year ended 31 March 2019 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, 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, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2019 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;
- have been prepared in accordance with the requirements of the Companies Act 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 auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 charity'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.

# Dundee International Women's Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Dundee International Women's Centre  
(continued)

Year ended 31 March 2019

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## Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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 trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate 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.
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# Dundee International Women's Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Dundee International Women's Centre  
(continued)

Year ended 31 March 2019

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## Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

## Auditor's 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 an auditor's report 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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

# Dundee International Women's Centre

Company Limited by Guarantee

## Independent Auditor's Report to the Members of Dundee International Women's Centre (continued)

Year ended 31 March 2019

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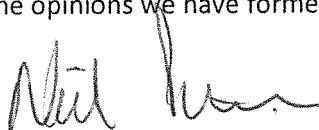
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Paterson Boyd & Co Limited are eligible to act as auditors under the terms of Section 1212 of the Companies Act 2006.

### Use of our report

This report is made solely to the charity's members, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Paterson (Senior Statutory Auditor)

For and on behalf of  
Paterson Boyd & Co Limited  
Chartered Accountants & Statutory Auditor  
18 North Street  
Glenrothes  
Fife  
KY7 5NA

Date: 17 September 2019

# Dundee International Women's Centre

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2019

		2019		2018	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	12,981	391,164	404,145	430,637
Charitable activities	6	74,565	10	74,575	101,027
Other trading activities	7	7,442	–	7,442	9,422
Investment income	8	75	–	75	14
Other income	9	5,735	30	5,765	3,987
<b>Total income</b>		<u>100,798</u>	<u>391,204</u>	<u>492,002</u>	<u>545,087</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	10	–	900	900	–
Expenditure on charitable activities	11,12	70,880	365,390	436,270	586,516
<b>Total expenditure</b>		<u>70,880</u>	<u>366,290</u>	<u>437,170</u>	<u>586,516</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>29,918</u>	<u>24,914</u>	<u>54,832</u>	<u>(41,429)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		90,116	10,030	100,146	141,575
<b>Total funds carried forward</b>		<u>120,034</u>	<u>34,944</u>	<u>154,978</u>	<u>100,146</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 14 to 31 form part of these financial statements.

# Dundee International Women's Centre

Company Limited by Guarantee

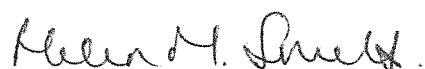
Statement of Financial Position

31 March 2019

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	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible fixed assets	18	–	2,179
<b>Current assets</b>			
Debtors	19	19,085	12,601
Cash at bank and in hand		163,464	96,642
		<u>182,549</u>	<u>109,243</u>
<b>Creditors: amounts falling due within one year</b>	20	<u>27,571</u>	<u>11,276</u>
<b>Net current assets</b>		<u>154,978</u>	<u>97,967</u>
<b>Total assets less current liabilities</b>		<u>154,978</u>	<u>100,146</u>
<b>Net assets</b>		<u>154,978</u>	<u>100,146</u>
<b>Funds of the charity</b>			
Restricted funds		34,944	10,030
Unrestricted funds		120,034	90,116
<b>Total charity funds</b>	23	<u>154,978</u>	<u>100,146</u>

These financial statements were approved by the board of trustees and authorised for issue on 17 September 2019, and are signed on behalf of the board by:



Helen Smith  
Trustee

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The notes on pages 14 to 31 form part of these financial statements.

# Dundee International Women's Centre

Company Limited by Guarantee

## Statement of Cash Flows

Year ended 31 March 2019

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	2019	2018
	£	£
<b>Cash flows from operating activities</b>		
Net income/(expenditure)	54,832	(41,429)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	2,179	2,179
Other interest receivable and similar income	(75)	(14)
Accrued expenses	377	684
Deferred income	18,756	-
<i>Changes in:</i>		
Trade and other debtors	(6,484)	539
Trade and other creditors	(2,838)	(992)
Cash generated from operations	<u>66,747</u>	<u>(39,033)</u>
Interest received	75	14
Net cash from/(used in) operating activities	<u>66,822</u>	<u>(39,019)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	66,822	(39,019)
<b>Cash and cash equivalents at beginning of year</b>	96,642	135,661
<b>Cash and cash equivalents at end of year</b>	<u>163,464</u>	<u>96,642</u>

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The notes on pages 14 to 31 form part of these financial statements.

# Dundee International Women's Centre

Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2019

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### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is Unit 9, Manhattan Business Park, Dundonald Street, Dundee, DD3 7PY.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

### 3. Accounting policies

#### Defined benefit pension plan

The charity is a member of the Pensions Trust Growth Plan which operated as a defined contribution pension scheme until a change in the definition of money purchase schemes under the Pensions Act 2011, after which the scheme was reclassified as a defined benefit scheme. It has not been possible to quantify the charity's share of the deficit of this plan therefore it is accounted for as if it was a defined contribution scheme.

#### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The trustees are of the opinion that the Charitable Company can continue to meet its obligations as they fall due for the foreseeable future due to the current level of financial reserves and expectations of future income. As a consequence the directors have prepared the financial statements on the going concern basis.

#### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.



# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 3. Accounting policies *(continued)*

### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 3. Accounting policies *(continued)*

### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

### Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 3. Accounting policies *(continued)*

### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% straight line

### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

### Financial instruments

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

### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

## 4. Limited by guarantee

The charity is a company limited by guarantee without share capital. Each member of the charity has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the charity being placed in liquidation.

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Donations</b>			
Donations and miscellaneous grants	12,981	11,889	24,870
<b>Grants</b>			
Dundee Partnership	–	51,012	51,012
Dundee City Council	–	800	800
Scottish Government Equalities Fund	–	50,000	50,000
Scottish Government - People and Communities	–	123,000	123,000
Comic Relief	–	–	–
Community Innovation	–	5,230	5,230
Awards for All	–	–	–
Scottish Government - Safety Net	–	45,000	45,000
Northwood Trust	–	17,000	17,000
Tampon tax	–	8,890	8,890
Volant - Foundation Scotland	–	10,000	10,000
The Henry Smith Charity	–	18,000	18,000
The Mathew Trust	–	500	500
The Robertson Trust	–	17,500	17,500
Scottish Government - Aspiring Communities	–	–	–
Dundee & Angus College	–	25,466	25,466
Rosa fund	–	6,877	6,877
	<u>12,981</u>	<u>391,164</u>	<u>404,145</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
<b>Donations</b>			
Donations and miscellaneous grants	7,440	13,781	21,221

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
<b>Grants</b>			
Dundee Partnership	–	43,260	43,260
Dundee City Council	–	8,995	8,995
Scottish Government Equalities Fund	–	52,500	52,500
Scottish Government - People and Communities	–	128,000	128,000
Comic Relief	–	1,574	1,574
Community Innovation	–	–	–
Awards for All	–	3,136	3,136
Scottish Government - Safety Net	–	44,772	44,772
Northwood Trust	–	17,000	17,000
Tampon tax	–	–	–
Volant - Foundation Scotland	–	10,000	10,000
The Henry Smith Charity	–	17,600	17,600
The Mathew Trust	–	8,370	8,370
The Robertson Trust	–	17,500	17,500
Scottish Government - Aspiring Communities	–	49,101	49,101
Dundee & Angus College	–	7,608	7,608
Rosa fund	–	–	–
	<u>7,440</u>	<u>423,197</u>	<u>430,637</u>

## 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Youth activities	–	10	10
Mobile creche	58,375	–	58,375
Room hire	3,030	–	3,030
Adult classes attendance fees	9,710	–	9,710
ILAs	2,600	–	2,600
Student placement income	–	–	–
Refugee council	–	–	–
Training and workshop delivery	850	–	850
Childcare for all	–	–	–
	<u>74,565</u>	<u>10</u>	<u>74,575</u>

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Youth activities	–	422	422
Mobile creche	62,995	–	62,995
Room hire	–	2,580	2,580
Adult classes attendance fees	–	11,672	11,672
ILAs	–	1,200	1,200
Student placement income	–	936	936
Refugee council	–	6,075	6,075
Training and workshop delivery	–	336	336
Childcare for all	–	14,811	14,811
	<u>62,995</u>	<u>38,032</u>	<u>101,027</u>

## 7. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Subscriptions	1,881	–	1,881
Sponsorships	450	–	450
Fundraising events	5,111	–	5,111
	<u>7,442</u>	<u>–</u>	<u>7,442</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Subscriptions	–	1,911	1,911
Sponsorships	1,200	–	1,200
Fundraising events	2,928	3,383	6,311
	<u>4,128</u>	<u>5,294</u>	<u>9,422</u>

## 8. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable	<u>75</u>	<u>75</u>	<u>14</u>	<u>14</u>

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 9. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Other income	<u>5,735</u>	<u>30</u>	<u>5,765</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Other income	<u>2,083</u>	<u>1,904</u>	<u>3,987</u>

## 10. Costs of raising donations and legacies

	Restricted Funds £	Total Funds 2019 £	Restricted Funds £	Total Funds 2018 £
Donations - returned	<u>900</u>	<u>900</u>	<u>—</u>	<u>—</u>

## 11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Charitable activities	69,344	359,423	428,767
Support costs	<u>1,536</u>	<u>5,967</u>	<u>7,503</u>
	<u>70,880</u>	<u>365,390</u>	<u>436,270</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Charitable activities	88,854	435,124	523,976
Support costs	<u>1,679</u>	<u>60,859</u>	<u>62,540</u>
	<u>90,533</u>	<u>495,983</u>	<u>586,516</u>

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2019 £	Total fund 2018 £
Charitable activities	428,767	652	429,419	525,467
Governance costs	–	6,851	6,851	61,049
	<u>428,767</u>	<u>7,503</u>	<u>436,270</u>	<u>586,516</u>

## 13. Analysis of support costs

	Support costs £	Total 2019 £	Total 2018 £
Governance costs	<u>6,851</u>	<u>6,851</u>	<u>62,540</u>

## 14. Net income/(expenditure)

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

	2019 £	2018 £
Depreciation of tangible fixed assets	<u>2,179</u>	<u>2,179</u>

## 15. Auditors remuneration

	2019 £	2018 £
Fees payable for the audit of the financial statements	<u>2,820</u>	<u>3,600</u>

## 16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019 £	2018 £
Wages and salaries	331,381	387,094
Social security costs	15,303	20,669
Employer contributions to pension plans	5,544	7,353
	<u>352,228</u>	<u>415,116</u>

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 16. Staff costs *(continued)*

The average head count of employees during the year was 28 (2018: 31). The average number of full-time equivalent employees during the year is analysed as follows:

	2019 No.	2018 No.
Number of staff - administration	1	1
Number of staff - charitable activities	9	10
	<u>10</u>	<u>11</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

### Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £38,254 (2018: £43,677).

## 17. Trustee remuneration and expenses

During the year no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

## 18. Tangible fixed assets

	Equipment £
<b>Cost</b>	
At 1 Apr 2018 and 31 Mar 2019	<u>11,161</u>
<b>Depreciation</b>	
At 1 Apr 2018	8,982
Charge for the year	<u>2,179</u>
<b>At 31 Mar 2019</b>	<u>11,161</u>
<b>Carrying amount</b>	
At 31 Mar 2019	<u>—</u>
At 31 Mar 2018	<u>2,179</u>

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# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 19. Debtors

	2019	2018
	£	£
Trade debtors	13,133	9,273
Prepayments and accrued income	5,952	3,328
	<u>19,085</u>	<u>12,601</u>

## 20. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	834	1,224
Accruals and deferred income	23,231	4,098
Social security and other taxes	3,506	5,954
	<u>27,571</u>	<u>11,276</u>

## 21. Deferred income

	2019	2018
	£	£
Amount deferred in year	<u>18,756</u>	<u>—</u>

Deferred income relates to grant funding received in March 2019 that relates to 2019/20.

## 22. Pensions and other post retirement benefits

### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £5,544 (2018: £7,353).

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

## 23. Analysis of charitable funds

### Unrestricted funds

	At 1 Apr 2018	Income	Expenditure	Transfers	At 31 Mar 2019
	£	£	£	£	£
Core funding	89,220	40,769	(16,788)	5,094	118,295
Mobile creche	–	54,558	(50,493)	(4,065)	–
Designated Fund - Creche	–	2,550	(2,550)	–	–
Designated fund - Vulnerable women	896	–	–	–	896
Lunch Club	–	1,761	(918)	–	843
Wms Festival	–	1,160	(131)	(1,029)	–
	<u>90,116</u>	<u>100,798</u>	<u>(70,880)</u>	<u>–</u>	<u>120,034</u>

	At 1 Apr 2017	Income	Expenditure	Transfers	At 31 Mar 2018
	£	£	£	£	£
Core funding	97,442	5,814	(14,309)	273	89,220
Mobile creche	–	57,579	(57,579)	–	–
Bite & blether	–	7,171	(4,550)	(2,621)	–
Designated Fund - Creche	–	5,416	(13,791)	8,375	–
Designated fund - Fundraising group	1,742	680	(304)	(2,118)	–
Designated fund - Vulnerable women	896	–	–	–	896
Lunch Club	–	–	–	–	–
Wms Festival	–	–	–	–	–
	<u>100,080</u>	<u>76,660</u>	<u>(90,533)</u>	<u>3,909</u>	<u>90,116</u>

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 23. Analysis of charitable funds *(continued)*

### Restricted funds

	At 1 Apr 2018 £	Income £	Expenditure £	Transfers £	At 31 Mar 2019 £
Scottish Government - VAF	736	50,001	(50,065)	–	672
Dundee Partnership	–	51,012	(51,012)	–	–
Scottish Government - People & Communities	–	123,000	(123,000)	–	–
Big Lottery	221	–	–	–	221
Scottish Government - Safety Net	560	45,000	(45,023)	–	537
Volant	–	10,000	(9,501)	–	499
Community Innovation	–	5,230	(5,230)	–	–
Northwood Trust	–	17,000	(17,000)	–	–
Macara	1,494	70	(261)	–	1,303
Help for Kids	–	2,070	(2,070)	–	–
Bazorg	681	1,800	(1,747)	–	734
Cycling Scotland	–	4,141	(495)	–	3,646
Awards for All	915	–	(915)	–	–
SCVO Digital Charter	–	510	(510)	–	–
DVA Lifeguard & Swimming	900	–	(900)	–	–
Maple Trust - Mellow Bumps	731	–	(366)	–	365
Mathew Trust	3,792	500	(4,291)	–	1
DCC - Small grants	–	510	(248)	–	262
Henry Smith	–	18,000	(18,000)	–	–
Robertson Trust	–	17,500	(17,500)	–	–
Dundee & Angus College	–	25,466	(15,287)	–	10,179

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

## 23. Analysis of charitable funds *(continued)*

Gardening	–	236	(17)	–	219
Scot Govt Wms'					
Centenary Project	–	1,230	(988)	–	242
Bike Revival	–	500	(34)	–	466
Book Trust	–	325	(325)	–	–
Bakers Trades of					
Dundee	–	1,336	–	–	1,336
Rosa	–	6,877	(1,505)	–	5,372
Foundation Scotland -					
Tampon Tax	–	8,890	–	–	8,890
	<u>10,030</u>	<u>391,204</u>	<u>(366,290)</u>	<u>–</u>	<u>34,944</u>

	At 1 Apr 2017 £	Income £	Expenditure £	Transfers £	At 31 Mar 2018 £
Scottish Government - VAF	(102)	52,500	(51,661)	–	737
Dundee Partnership	–	43,260	(43,260)	–	–
Scottish Government - People & Communities	–	128,000	(128,000)	–	–
Big Lottery	221	–	–	–	221
Scottish Government - Safety Net	2,500	44,772	(46,712)	–	560
Scottish Government - Social Isolation	5,548	–	(5,548)	–	–
Volant	5,000	10,000	(15,000)	–	–
Garfield Weston	5,000	–	(5,000)	–	–
Refugee Council	–	6,075	(6,075)	–	–
Comic Relief	2,932	1,574	(4,506)	–	–
Community Innovation	–	–	–	–	–
Northwood Trust	–	17,000	(17,000)	–	–
Gannochy Trust	6,900	–	(6,900)	–	–
Macara	5,297	733	(536)	(4,000)	1,494
Tayside Language	(200)	–	–	200	–
Help for Kids	–	1,865	(1,865)	–	–
Bazorg	272	825	(416)	–	681

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

## 23. Analysis of charitable funds *(continued)*

Make do and Mend	44	–	–	(44)	–
The Leng Charitable Trust	500	1,000	(1,500)	–	–
Gupshup Group	65	–	–	(65)	–
Lord Armistead Trust	–	500	(500)	–	–
Cycling Scotland	–	2,000	(2,000)	–	–
Awards for All	968	3,336	(3,389)	–	915
Integrated Care (DVA)	2,796	–	(2,796)	–	–
Trusthouse Charitable Foundation	3,754	–	(3,754)	–	–
SCVO Digital Charter	–	1,530	(1,530)	–	–
DVA Lifeguard & Swimming	–	1,210	(310)	–	900
Maple Trust - Mellow Bumps	–	1,000	(269)	–	731
Mathew Trust	–	8,370	(4,579)	–	3,791
DCC - Small grants	–	2,600	(2,600)	–	–
Henry Smith	–	17,600	(17,600)	–	–
Robertson Trust	–	17,500	(17,500)	–	–
Dundee & Angus College	–	7,608	(7,608)	–	–
Scottish Government - Aspiring Communities	–	49,101	(49,101)	–	–
Shoogle - Childcare 4 All Centre	–	14,811	(14,811)	–	–
Gardening	–	–	–	–	–
Scot Govt Wms' Centenary Project	–	–	–	–	–
Bike Revival	–	–	–	–	–
Book Trust	–	–	–	–	–
Bakers Trades of Dundee	–	–	–	–	–
Rosa	–	–	–	–	–
Foundation Scotland - Tampon Tax	–	–	–	–	–
	<u>41,495</u>	<u>468,427</u>	<u>(495,983)</u>	<u>(3,909)</u>	<u>10,030</u>

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 23. Analysis of charitable funds *(continued)*

<u>Name of Fund</u>	<u>Purpose</u>
Scottish Government - VAF	Funding received to enable the provision of accredited training opportunities as an SQA centre.
Dundee Partnership	Funding towards the provision of ESOL classes.
Scottish Government - People and Communities	Contribution towards the provision of classes for user groups.
Big Lottery	Funding towards the running of the Flourish Parents and Children Project.
Scottish Government - Safety Net	Contribution towards the provision of a programme of Safety Net workshops for women.
Scottish Government - Social Isolation	VAF funding towards the provision of engagement activities for individuals disadvantaged by social isolation.
Comic Relief	Funding to increase participation of young girls in sport and other activities.  Bazorg group (older ladies) to participate in inter-generational drama and music groups and activities.
Macara	This funding is used to support youth activities run by the charity.
Various other grants were received during the year towards specific small projects being run during the year.	

Transfers between funds relates to surplus income transferred to Core Funding.

# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	–	–	–
Current assets	128,850	53,699	182,549
Creditors less than 1 year	(8,815)	(18,756)	(27,571)
<b>Net assets</b>	<u>120,035</u>	<u>34,943</u>	<u>154,978</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	–	2,179	2,179
Current assets	101,392	7,851	109,243
Creditors less than 1 year	(11,276)	–	(11,276)
<b>Net assets</b>	<u>90,116</u>	<u>10,030</u>	<u>100,146</u>

## 25. Taxation

As a charity, Dundee International Women's Centre is exempt from tax on income and gains falling within section 505 of the Taxation of Chargeable Gains Act 1992 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

## 26. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2019 £	2018 £
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Financial assets that are debt instruments measured at amortised cost	<u>182,549</u>	<u>109,243</u>
<b>Financial liabilities measured at amortised cost</b>		
Financial liabilities measured at amortised cost	<u>27,571</u>	<u>11,276</u>



# Dundee International Women's Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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## 27. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2019	2018
	£	£
Not later than 1 year	18,000	740

## 28. Contingencies

The company is a participating employer in the Pensions Trust Growth Plan scheme, and, based upon the financial position of the plan at 30 September 2017, the charity has been notified by The Pensions Trust that the estimated amount of employer debt on withdrawal from the plan is estimated at £15,837 (2017: £16,228). There is no commitment to withdraw from the plan as at the date of approval of these financial statements and accordingly no provision has been made in these accounts for the potential debt due on withdrawal from the plan.

## 29. Related parties

For the whole of the financial year the charity was controlled by its directors as listed on page 1.

During the year the charity purchased services to the value of £Nil (2017: £1,115) from two companies which shared a common director with the charity. These transactions were carried out at arms length under normal trading conditions. At the balance sheet date no balance was due in respect of these transactions.