

Mamie Martin Fund

**Annual Report and Accounts
for the Year Ended
31 July 2008**

Scottish Charity Reference

SC 021483

Mamie Martin Fund

**Report and Accounts
For the Year Ended 31 July 2008**

<i>Contents</i>	<i>Page</i>
Reference and administrative information	2
Annual Report of the Trustees	3 - 4
Report of the Independent Examiner	5
Accounting policies	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 - 12

Mamie Martin Fund

Reference and Administrative Information For the Year to 31 July 2008

Scottish Charity Number: SC 021483

Registered Address

43 Ravenscroft
Irvine
Ayrshire KA12 9DE

Members of the Committee (trustees of the charity):

The following were members of the Committee during the year:

William Sinclair	Convenor
Isobel Piper	Secretary
Rhiannon Sinclair	Treasurer
Judith Fairley	Vice Convenor
Alan Kimmitt	
Gill McIlwaine	
Alison Petty	
Ewan Mackay	
Nicola Jones	
Keith Fraser	
Pat Graham	(appointed 10 th November 2007)
Margaret Duffy	(appointed 10 th November 2007)
John K Sinclair	(resigned 10 th November 2007)
Anne Dawson	(resigned 10 th November 2007)
Tricia Cooke	(resigned 10 th November 2007)

Advisers

Consultants on legal and other matters relating to Malawi:

Alison Cameron	Patron
Colin Cameron	Malawi Consul in Scotland

Staff:

Isabelle Uny	Administrator, Scotland
Hazel Dawson	Administrator, Scotland (maternity cover)
Paul Thole	Administrator, Malawi

Independent Examiner:

John G. Norman, C. A.
Norman, Downie & Kerr Ltd.

Accountants:

Norman, Downie & Kerr Ltd
The Courtyard
130 Constitution Street
Edinburgh EH6 6AJ

Bankers:

Royal Bank of Scotland plc 2 Pitt Terrace Stirling FK8 2EX	Standard Life Bank plc Dundas House 20 Brandon Street Edinburgh EH3 5PP
---	---

Mamie Martin Fund

Annual Report of the Trustees For the Year to 31 July 2008

The members of the Committee as trustees of the charity are pleased to present their report and the accounts for the year to 31 July 2008.

Structure, Governance & Management

The Mamie Martin Fund is a charitable association governed by a Constitution which was approved on 21 October 1997. The charity is governed by a Committee, who are the trustees of the charity, and who are elected by member at the AGM.

Further reference and administrative information, including the names of the trustees, is shown on page 2.

Objects & Purpose

The aim of the Mamie Martin Fund is to advance the education of young women and girls in North Malawi, in schools and other educational institutions. This is achieved through working in partnership with the Synod of Livingstonia, a Synod of the Church of Central Africa Presbyterian (CCAP).

The charity seeks to ensure that:

- no girl who has secured a place in a secondary school should have to forfeit it because of poverty
- no girl can be discriminated against on grounds of religion or race
- by working together, the charity and the Synod will foster better understanding and co-operation between Scotland and Malawi
- all work is undertaken in a spirit of mutual trust and respect.

Activities & Achievements

Core Work of MMF

Grants totalling £22,200 were made to the schools of the CCAP Synod of Livingstonia (Hardship fund), which were split according to needs. This included £10,000 from the Scottish Government grant.

In 2008 the Mamie Martin Fund is supporting 166 girls in the following 5 secondary schools:

- Bandawe Girls Secondary Schools (BAGSS): 44 girls
- Ekwendeni Girls Secondary School (EGSS): 35 girls
- Karonga Girls Secondary School (KAGSS): 44 girls
- Robert Laws Secondary School, Embagweni (ROLASS): 15 girls
- Livingstonia Secondary School (LIVSS): 28 girls

Building Projects

The Lloyds TSB funded study room at LIVSS was completed in the spring of 2008 and is now used by the girls as a quiet place to study.

Early in 2007 MMF funded the building of two teachers' houses, one each at BAGSS and KAGSS, which were completed early in 2008. In the past financial year MMF also funded the building of a further three teachers' houses, two at BAGSS and one at KAGSS, with thanks in particular to the help of the Scottish Government, and the fundraising efforts of Falkirk High School, Killearn Parish Church and the Stirling Mortgage Shop. One of the houses at BAGSS is now complete and occupied, with further fundraising efforts in progress to complete the third, and at KAGSS, house no.2 will be completed in the near future using funds from the Scottish Government grant. A third house at KAGSS is also planned, using the remaining building budget from the Scottish Government grant. A total of 6 houses will have been built since 2007.

The MMF is in the process of seeking funding to match a significant donation, to enable the building of a hostel at BAGSS. This will help to reduce the problem of overcrowding in the hostels, and provide the girls with a more comfortable living environment while at school.

Mamie Martin Fund

Report of the Trustees (continued) For the Year to 31 July 2008

MaScoTT – Scottish Government funded Schools Partnership

Work continued during the year to develop and grow the MaScoTT scheme. A summary of the activity in each partnership is below.

- Falkirk High School (FHS) & BAGSS - Following the visit of 3 FHS teachers to BAGSS in the summer of 2007, this partnership has flourished with 1 BAGSS teacher visiting FHS in Feb 2008, and a group of 12 pupils and 4 teachers from FHS spending 2 weeks in Bandawe in June this year. One of the FHS teachers and 1 BAGSS teacher was funded by MMF's Scottish Government grant. The pupils and teachers of FHS have themselves raised the rest of the funds.
- Balfron High School & ROLASS - Another successful exchange took place in June this year between Balfron & ROLASS, seeing a group of pupils and teachers from ROLASS visiting Scotland for 2 weeks. Again one teacher's visit was funded by MMF's grant from the Scottish Government's International Development Fund.
- Kinross High School & LIVSS - Kinross also welcomed 2 form 4 students and 2 teachers, including the head teacher, from LIVSS to their school in June. Again one teacher's visit was funded by MMF's grant from the Scottish Government's International Development Fund.
- Alva Academy & KAGSS - The MMF are pleased to announce that the partnership between Alva Academy & KAGSS is now finalised, and although not at the same stage as some of the others, it is hoped that they will be inspired by the success of the others.
- Williamwood Academy & EGSS - This partnership is still in its early stages with contact established between the two schools, but no visits have yet taken place. There is considerable commitment from both schools to set up the exchange.

Financial Review

There was a net increase in funds of £2,221 in the year, comprising £1,448 in unrestricted funds and £773 in restricted funds, as shown in the statement of financial activities on page 7. Incoming resources include the final instalment of £42,924 from the Scottish Government International Development funding, which was granted for the 3 years to March 2009, and other donations of £23,218 including gift aid. Resources expended are shown in note 2 on page 9 and include grants payable of £47,880 as analysed in the note.

Movements in the various funds over the year are shown in note 6 on page 11, which includes a description of each fund. Total funds of £78,116 are carried forward, including £41,997 in restricted funds, £10,901 in designated funds and £25,218 in the general unrestricted fund, which represents the free reserves of the charity.

The Scottish Government funding is not continuing beyond March 2009 and alternative sources are being sought at present.

Reserves Policy

The Trustees aim to maintain reserves at a level sufficient to fulfil the obligations of the charity to all currently supported girls. The cost of keeping girls in school for one year is £75 per pupil, requiring a reserves level currently of approximately £12,500. The Trustees are satisfied that current reserve levels are adequate.

Signed on behalf of the Trustees:

Trustee

Date:

Report of the Independent Examiner To the Trustees of Mamie Martin Fund

I report on the financial statements for the year ended 31 July 2008 set out on pages 6 to 12.

Respective responsibilities of the Management Committee and examiner

The trustees of the charity, are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John G Norman CA
Norman, Downie & Kerr Ltd
Chartered Accountants
130 Constitution Street, Leith
Edinburgh EH6 6AJ

Date:

Mamie Martin Fund

Accounting Policies For the Year Ended 31 July 2008

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Statement of Recommended Practice *Accounting and Reporting by Charities* issued in 2005.

Grants and Donations

Income from grants and donations is recognised on receipt provided any conditions for use of the funds have been fulfilled. Where a grant or donation is received for a specific purpose, it is included in restricted income and any unexpended portion carried forward as a restricted fund.

Gift aid recoverable on donations is recognised in the year for which it is receivable.

Resources Expended

All expenditure is accounted for on an accruals basis.

Governance costs are those associated with the running of the charity.

Taxation

Mamie Martin Fund is a registered charity and is exempt from corporation tax on its charitable activities.

It is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Funds

Unrestricted general funds can be used in accordance with any of the charitable objects of the charity at the discretion of the trustees.

Designated funds are set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

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 set out in notes to the financial statements.

Mamie Martin Fund

Statement of Financial Activities For the Year Ended 31 July 2008

	Note	Unrestricted Funds	Restricted Funds	Total 2008	Total 2007
		£	£	£	£
Incoming Resources:					
<i>Incoming Resources from generated funds:</i>					
<i>Voluntary income:</i>					
Grants & donations	1	17,139	49,003	66,142	110,590
Fundraising		242	-	242	319
<i>Investment income:</i>					
Bank interest received		<u>2,432</u>	<u>-</u>	<u>2,432</u>	<u>1,675</u>
Total Incoming Resources		<u>19,813</u>	<u>49,003</u>	<u>68,816</u>	<u>112,584</u>
Resources Expended					
<i>Charitable Activities</i>		17,018	48,230	65,248	77,964
<i>Governance Costs</i>		<u>1,347</u>	<u>-</u>	<u>1,347</u>	<u>682</u>
Total Resources Expended	2	<u>18,365</u>	<u>48,230</u>	<u>66,595</u>	<u>78,646</u>
Net (outgoing) Resources		<u>1,448</u>	<u>773</u>	<u>2,221</u>	<u>33,938</u>
Net movement in funds		1,448	773	2,221	33,938
Balances brought forward		<u>34,671</u>	<u>41,224</u>	<u>75,895</u>	<u>41,957</u>
Balances carried forward		<u>36,119</u>	<u>41,997</u>	<u>78,116</u>	<u>75,895</u>

The notes on pages 9 to 12 and the accounting policies on page 6 form part of these financial statements.

Mamie Martin Fund

Balance Sheet at 31 July 2008

		2008	2007
	Note	£	£
Current assets			
Debtors	4	7,760	3,868
Cash at bank		<u>75,413</u>	<u>72,218</u>
		<u>83,173</u>	<u>76,086</u>
Creditors due within one year	5	<u>5,057</u>	<u>191</u>
Net current assets		<u>78,116</u>	<u>75,895</u>
Net Assets		<u><u>78,116</u></u>	<u><u>75,895</u></u>
Funds:			
Designated funds		10,901	15,466
General fund		<u>25,218</u>	<u>19,205</u>
Total unrestricted funds	6	<u>36,119</u>	<u>34,671</u>
Restricted funds	6	<u>41,997</u>	<u>41,224</u>
		<u><u>78,116</u></u>	<u><u>75,895</u></u>

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The accounts on pages 6 to 12 were approved by the trustees on and are signed on their behalf by:

Trustee

Date:

The notes on pages 9 to 12 and the accounting policies on page 6 form part of these financial statements.

Mamie Martin Fund

Notes to the Accounts

For the Year Ended 31 July 2008

1 Grants & Donations	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
Scottish Government: International Development Fund (<i>for core funds and grants</i>)		42,924	42,924	60,024
Lloyds TSB Foundation (<i>for study room</i>)	-	-	-	9,740
Allan & Nesta Foundation	-	-	-	3,000
Donations incl. Gift Aid	17,139	6,079	23,218	37,826
	<u>17,139</u>	<u>49,003</u>	<u>66,142</u>	<u>110,590</u>

2 Resources Expended	Charitable Activities £	Governance Costs £	Total 2008 £	Total 2007 £
Grants payable (see below)	47,880	-	47,880	63,625
Staff costs (note 3)	9,515	484	9,999	11,122
Freight & delivery	4,500	-	4,500	-
Co-ordination visit	-	-	-	357
Office costs	2,997	158	3,155	2,516
Insurance	356	-	356	330
Accountancy / independent examiner	-	705	705	-
Other costs	-	-	-	696
	<u>65,248</u>	<u>1,347</u>	<u>66,595</u>	<u>78,646</u>

Grants payable:

Synod of Livingstonia:

	£	2008 £	2007 £
Building costs - teachers houses		18,200	21,000
Beds & mattresses		-	6,000
Hardship fund		22,200	12,000
Teacher interchange - BAGSS		1,740	-
Lloyds TSB - study room		740	12,000
Local committee admin costs		1,000	1,025

Scottish schools:

Teacher interchange - Falkirk	700
Teacher interchange - Balfron	1,800
Teacher interchange - Kinross	1,500

Total grants payable

<u>4,000</u>	11,600
<u>47,880</u>	<u>63,625</u>

Mamie Martin Fund

Notes to the Accounts (continued)

3. Staff details

	2008	2007
	£	£
Staff Costs:		
Salaries	11,735	10,179
Statutory maternity pay recoverable	(3,034)	-
Social Security costs	466	563
Pension costs	423	380
Recruitment	99	-
	<u>9,689</u>	<u>11,122</u>
Administrator - Malawi	310	-
	<u>9,999</u>	<u>11,122</u>

The average numbers of staff employed during the year were as follows:

	No.	No.
Administrator	<u>1</u>	<u>1</u>

No remuneration or expenses were paid to the trustees during the year.

4. Debtors due within one year

	2008	2007
	£	£
Statutory maternity pay recoverable	1,684	-
Gift aid receivable	4,135	3,868
Accrued income	1,810	-
Prepayments	131	-
	<u>7,760</u>	<u>3,868</u>

5. Creditors due within one year

	2008	2007
	£	£
Tax & social security	-	136
Accruals	<u>5,057</u>	<u>55</u>
	<u>5,057</u>	<u>191</u>

Mamie Martin Fund

Notes to the Accounts (continued)

6. Movement on Funds

	Note	At 31/7/07 £	Movement in Resources		Transfers	At 31/7/08 £
			Incoming £	Outgoing £		
Restricted funds:						
Scottish Government	(a)	37,087	42,924	(33,984)	(4,750)	41,277
Lloyds TSB Study Room	(b)	740	-	(740)	-	-
FHS / BAGSS	(c)	3,297	1,429	(5,680)	1,450	496
KHS / LIVSS	(c)	100	-	(1,500)	1,500	100
BHS / ROLASS	(c)	-	-	(1,800)	1,800	-
Shipment of goods	(d)	-	4,650	(4,526)	-	124
Total restricted		<u>41,224</u>	<u>49,003</u>	<u>(48,230)</u>	<u>-</u>	<u>41,997</u>
Unrestricted funds:						
Designated funds:						
Building fund	(e)	10,000	-	-	-	10,000
Teachers House	(f)	5,466	895	(5,460)	-	901
		15,466	895	(5,460)	-	10,901
General fund		19,205	18,918	(12,905)	-	25,218
Total unrestricted		<u>34,671</u>	<u>19,813</u>	<u>(18,365)</u>	<u>-</u>	<u>36,119</u>
Total funds		<u><u>75,895</u></u>	<u><u>68,816</u></u>	<u><u>(66,595)</u></u>	<u><u>-</u></u>	<u><u>78,116</u></u>

Notes:

- (a) This fund represents the balance of the Scottish Government grant to assist with Supporting Education of Girls in Northern Malawi. The funding includes grants to Malawi projects, staff exchange costs and core costs.
- (b) This grant was awarded in 2006 to build a study room at Livingstonia Secondary School (LIVSS). The final payment was transferred during the year and the study room was completed in spring 2008.
- (c) These funds are to enable school partnerships between schools in Scotland and Northern Malawi in furtherance of the charity's objectives. The partnerships are as follows:
 Falkirk High School (FHS) with Bandawe Girls Secondary School (BAGSS)
 Kinross High School (KHS) with Livingstonia Secondary School (LIVSS)
 Balforn High School (BHS) with Robert Laws Secondary School (ROLASS)
- (d) This fund relates to the transfer of goods donated in Scotland to schools in Malawi. Funds were raised to pay for the shipment of these goods.
- (e) This fund represents a bequest from the estate of Professor A C Cheyne which has been designated by the Trustees for the construction of a girls' hostel at Bandawe Girls Secondary School. The trustees are working to secure matched funding for this project, and building work will commence once this has been achieved.
- (f) This fund represents donations from Killearn Parish Church and the Stirling Mortgage Shop which have been designated by the Trustees for the construction of teachers' houses at Bandawe Girls and Karonga Girls Secondary Schools.

Mamie Martin Fund

Notes to the Accounts (continued)

7. Analysis of Net Assets Between Funds

	Restricted Funds	Designated Funds	General Fund	Total Funds
	£	£	£	£
Debtors	3,315	-	4,445	7,760
Bank & cash	43,034	10,901	21,478	75,413
Creditors	<u>(4,352)</u>	<u>-</u>	<u>(705)</u>	<u>(5,057)</u>
Total funds at 31 July 2008	<u>41,997</u>	<u>10,901</u>	<u>25,218</u>	<u>78,116</u>