

SWAN: SCOTTISH WOMEN'S AUTISM NETWORK SCIO
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SC046946
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2020

SWAN: SCOTTISH WOMEN'S AUTISM NETWORK SCIO

TRUSTEES' ANNUAL REPORT

For the year ended 30 November 2020

The trustees have pleasure in presenting their report together with the accounts and the independent examiner's report for the year ended 30 November 2020.

Reference and Administrative Information

Charity Name

SWAN: Scottish Women's Autism Network SCIO

Charity Number

SC046946

Address

c/o 23 The Square, Ashfield, Dunblane. FK15 OJN

Current Trustees

Catriona Stewart

Carron Shankland resigned 18/11/2020.

Rachel Birch resigned 31/7/2020.

Emma Perry resigned 31/07/2020.

Ian White resigned 25/10/2020.

Bill Colley

Fiona Kumari Campbell appointed 1/5/2020.

Katy Wilson – Scott appointed 29/05/2020.

Kelly Given appointed 25/09/2020.

Aileen Paterson appointed 27/11/2020.

Elaine Crichton appointed 27/11/2020.

Structure Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered on 1 November 2016. It has a single tier structure and as such the trustees are the members of the charity.

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TRUSTEES' ANNUAL REPORT CONT'D

For the year ended 30 November 2020

Appointment of Trustees

Trustees are elected at the annual general meeting. There must be a minimum of three and a maximum of nine trustees. One third of the board must retire annually. This can be chosen randomly. These trustees may be re-elected.

Charitable Purposes, Objectives and Activities

The organisation's objectives and activities are:

Vision, Mission & Values

Vision: We believe in Scotland as a home where autistic women and girls can flourish

Mission

- To improve the lives of autistic women and girls.
- To actively seek and widely promote a greater understanding of the lived experiences of autistic women and girls.
- To promote social inclusion and full citizenship for autistic women and girls.

Autistic People's Organisation

Meeting the criteria for the United Nations definition of a Disabled People's Organisation, in that it is community-led and requires a majority of autistic people on its governing body, the Board of Trustees, SWAN is one of the four Autistic People's Organisations (APOs), and one of the only two autistic-led charities, in Scotland.

SWAN was founded in 2012 and became constituted as a SCIO in 2016. Up until 2019, all aspects of the organisation, its peer-support networks, its wider educational activities, and its partnership work, was carried out by autistic volunteers. In July 2019, founder and then Chair, Dr Catriona Stewart, was seconded through her full-time position with charity Scottish Autism, to the post of Organisational Development Lead (ODL) of SWAN. This was with the key purpose of working strategically to the sustainable development of the charity. The seconded post finishes in June 2022.

Core services continue to be delivered by the volunteers who are the backbone of SWAN; they facilitate local peer-support meet-up groups, and the online forums. A team of volunteers acts as the constitutionally required autistic advisory group to the SWAN Board of Trustees. The website was designed and is supported by an autistic volunteer.

To improve the lives of autistic girls and women by offering support, advice, direction to practical resources through the facilitation of peer support, building capacity within the population of autistic females, building capacity and inclusion in the wider community.

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TRUSTEES' ANNUAL REPORT CONT'D

For the year ended 30 November 2020

Achievements and Performance

Since May 2020, and despite the circumstances imposed by COVID-19, we have recruited 2 members of staff to deliver 2 funded projects, the Improving Understanding of Autism Employment project, and the National Post-Diagnostic Service, both fixed term and both funded by Scottish Government.

We have continued to deliver services, support, advice, representation, and counselling, in a context of external ongoing global emergent turmoil and internal structural and personal challenges.

This year we find ourselves stronger as an organisation, with ongoing robust support from our allies at Inspiring Scotland - we cannot adequately thank the staff at Inspiring Scotland for all they have done for us during this time - a strengthening board and a capable, experienced and committed management team - and some more funding to continue and expand our services, in a small way, perhaps, but significantly. We have built, over the months since the start of COVID, positive relationships with other autism charities in Scotland, Scottish Government, academics and researchers across the UK, organisations such as The Cyrenians and Scottish Forestry and have continued to offer input and advice to bodies such as Scottish Government, Inspiring Scotland, the Scottish Police Authority and Police Scotland.

The impact of COVID has been tough and continues to be. In some ways, our dependence on our volunteers has been our strength. Our 'volunteer peer-support model works beautifully', to quote one of our longest serving volunteers. The volunteer facilitators and advisory group, The Wedge, have been wonderful during this incredibly difficult time - proactive, generous, committed, supportive. They are the core strength of SWAN; they deliver peer-support to hundreds of women and continue to inform and educate us all through their lived experience and the insightful observations they share with warmth, generosity, and humour.

Ongoing from May 2020

1. The remodeled IUA Employment Project, launched at the end of March 2020, has grown and evolved as we expand our online events. The project has supported more women than originally envisaged directly as well as indirectly through these online services.
2. The Organisational Development Lead (ODL) has continued taking a pro-active role in the IUA funded charities group chaired by Inspiring Scotland.
3. The 1 - 1 counselling has been highly successful, an evaluation survey showing that those accessing the service found it highly valuable.
4. The Mental Health and Wellbeing (MHW) webinars have proved highly popular, with guests such as Chloe Farahar, Dean Beadle, attracting up to 40 attendees. These are now being expanded to include employment-specific themes.
5. The ODL's involvement with the independent advisory group (IAG) to the Scottish Police Authority is ongoing

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TRUSTEES' ANNUAL REPORT CONT'D

For the year ended 30 November 2020

Governance, Policies and administration

Working to lay the foundations to a relatively new organisation in the context of a global pandemic has certainly brought about its challenges and there is no doubt at all this has been a challenging time for us all. We have said goodbye to some of our Trustees over the previous 8 months, while also, during that time, welcoming several new: Fiona Kumari Campbell, Katy Wilson-Scott, Kelly Given, Aileen Patterson and Elaine Crichton as interim Chair.

Rachel Birch stepped down from the board after two years of service as the time commitment required became less manageable. Special thanks must go to Emma Perry; a member of NHS staff, Emma has been a Trustee and Secretary to the Board for 2 years. She stood down from the Board in September in order to prioritise her ongoing role as volunteer facilitator to the Glasgow SWAN meet-up group. Carron Shankland and Ian White also stood down in September due to increasing work commitments but their support around governance and financial reporting to the board was very valuable.

Lynn Reid, in her Inspiring Scotland, pro-bono network capacity, is working on the writing of organisational policies and the management team are currently drawing up risk assessment schedules. We have the support of Inspiring Scotland to continue helping us establish a strong Board, with processes and policies to support our effective governance.

Future Developments

We do have to recognise and address that in order to grow as an organisation, and to develop best practice services, we can't rely entirely on voluntary input; the volunteers need support, and a staff-member volunteer coordinator should be one of our funding priorities next year. Meantime, the addition of Employment Project Leads, Lyndsay Macadam and Lynn Reid, this year, has been transformational, each bringing their own specific talents, experience, capabilities and determined commitment to SWAN.

It was also made very clear through this crisis period that those of us who hold limited funds but who in some ways are better placed to respond directly, speedily and with flexibility to the needs of our community than some of the bigger, more unwieldy and non-autistic led organisations, are unable to access the same levels of funding. One task then, is to increase our turnover, to enable us to access those bigger funds, while retaining our flexible, responsive and resilient relationship with the community we serve.

We need to widen our funding base; gaining funding from Inspiring Scotland through the Scottish Government Improving Understanding of Autism Campaign has been truly game-changing in terms of the women we've been able to help and support (and still are) through our Employment Project; we've been able to reach many through our Scottish Government COVID-response Community Wellbeing Fund and Inspiring Scotland's match funding. However, we know that being too reliant on one funding source makes us vulnerable and the Scottish Autism seconded Organisational Development Lead (ODL) post comes to an end June 2022. Organisational strategic planning and the building of funding propositions need to be key priorities for the year ahead and are being actioned as such by the SWAN management team.

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TRUSTEES' ANNUAL REPORT CONT'D

For the year ended 30 November 2020

Future Developments continued

Key objects: to seek, develop and implement ways of:

- Ensuring SWAN's survival as an entity
- Continuing to deliver services to the hundreds of women in our community
- Support the volunteers
- Continuing visibility as a pro-active, dependable, autism service provider, thought leader and 'go-to' for all things autism within Scotland and at national level

In conclusion, it is important to celebrate what has been achieved this year. It is with great pride the efforts of the volunteer facilitators to continue our peer-support services to the community must be highlighted. It should be noted, too, that we've had requests from across the UK to enter into partnership activities and events; our visibility and reputation continues to grow.

We have come through this initial phase of the pandemic, continuing to serve our community in a range of inventive and responsive ways; we've recruited 2 highly talented and motivated people to support our work; we've built on our partnerships and community engagement, in ways that have not only extended our UK-wide network, but also allowed us to represent our community, and to have a voice, at national level.

We have much that is positive in view as we look to, not just this new year, 2021, but our strategic aims for the next few. We should be very proud of the work we are doing and take heart and encouragement from it; we create real value for the community we serve, and we can continue to, not only deliver as we are doing, but to expand and build on what we do and the impact we have.

Financial Review

The charity generated a surplus of £4,310(2019 period £3,213) in the year. The balance on restricted funds at 30 November 2020 was £7,651 (2019 £2,928); on unrestricted funds at 30 November 2020 was £906 (2019 £1,319).

Reserves Policy

SWAN holds limited reserves. Much of the work carried out which bears a cost is funded through restricted funding. Volunteer assistance means general costs are held at a minimum. The reserve policy set by the Board is to hold an amount equivalent to anticipated general costs for 3 months.

Approved by the board of trustees on 16th April 2021 and signed on its behalf by:



Elaine Crichton, Chair

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Year ended 30 November 2020.

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 30 November 2020 set out on pages 7 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10 (1) (d) 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 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 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 9 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.

Anne G Robertson CA

Anne G Robertson CA

49 Willison Crescent

Tillicoultry FK13 6NZ

16th April 2021

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Year ended 30 November 2020.

STATEMENT OF RECEIPTS & PAYMENTS

		2020		2019	
		Unrestricted	Restricted	Total	13 months
	Notes	Funds	Funds	Funds	Total
		£	£	£	Funds
					£
Receipts					
Fundraising					203
Donations		888			400
Awards	4	6,000	21,753	27,753	
Legacies		-	-	-	2,928
		<u>6,888</u>	<u>21,753</u>	<u>28,641</u>	<u>3,531</u>
Payments					
Payments relating directly to charitable activities	5	7,301	17,030	24,331	-
<i>Governance costs</i>					
Administration cost		-	-	-	121
Bank charges		-	-	-	197
		<u>7,301</u>	<u>17,030</u>	<u>24,331</u>	<u>318</u>
(Deficit) Surplus for the year(period)		<u>(413)</u>	<u>4,723</u>	<u>4,310</u>	<u>3,213</u>

STATEMENT OF BALANCES

Cash Funds

Cash and bank balances	6				
as at 30 November 2019		1,319	2,928	4,247	1,034
Surplus for the year		(413)	4,723	4,310	3,213
As at 30 November 2020	7	<u>906</u>	<u>7,651</u>	<u>8,557</u>	<u>4,247</u>

The notes on pages 8 to 9 form part of these accounts

Signed on behalf of all the trustees.

Elaine P. Crichton Chair

Elaine Crichton, Chair

SWAN: SCOTTISH WOMEN'S AUTISM NETWORK SCIO

Year ended 30 November 2020.

NOTES TO ACCOUNTS

1. Basis of Accounting

The accounts have been prepared under the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the charity.

Designated funds are those monies designated by the trustees for a specific purpose.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for a specific purpose.

3. Trustees

No trustee received any money during the year. All expenses paid to trustees were reimbursement of payments made on behalf of SWAN.

4. Grants received.

	2020		13 mths 2019	
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Covid 19 Assistance	6,000	-	6,000	-
Understanding Autism	-	21,753	21,753	-
	<hr/>	<hr/>	<hr/>	<hr/>
	6,000	21,753	27,753	-
	<hr/>	<hr/>	<hr/>	<hr/>

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Year ended 30 November 2020.

NOTES TO ACCOUNTS CONTD

5. Cost of Charitable activities

	2020			13 mths
	Unrestricted Funds	Restricted Funds	Total	2019 Total
	£	£	£	£
Counselling and webinars	3,620	-	3,620	
Employment project costs	-	17,030	17,030	
Website development	3,208	-	3,208	
Website, comms and computer	198	-	198	
Recruitment fee	150	-	150	
ACOSVO	95	-	95	
Volunteer costs	30	-	30	
	<u>7,301</u>	<u>17,030</u>	<u>24,331</u>	<u>-</u>

6. Cash and bank balances

	2020	2019
	£	£
Co-operative Bank Account	4,476	-
PayPal Account	4,081	4,247
	<u>8,557</u>	<u>4,247</u>

7. Funds

	Balance at 1/12/2019	Incoming Resources	Outgoing Resources	Balance at 30/11/2020
	£	£	£	£
RESTRICTED				
Leyla Kennedy	2,928	-	-	2,928
Employment Project	-	21,753	17,030	4,723
General Funds	1,319	6,888	7,301	906
	<u>4,247</u>	<u>28,641</u>	<u>24,331</u>	<u>8,557</u>

Trustees have received monies from Leyla Kennedy for mentoring costs and monies from Understanding Autism initiative from Inspiring Scotland towards employment costs.