



Offering Hope to Prisoners, their Families and our Communities...

Annual Report & Financial Statements

Year Ended 31 July 2020



“...a bruised reed will not break,
and a faintly burning wick he will not quench...”

Isaiah 42:3

Prison Fellowship Scotland is a Scottish Charity
Scottish Charity Number SC002222

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Trustees and Office Bearers

Mr K M MacKenzie: **Chairman**

Mr A Murray: **Vice-Chairman**

Mr D Smith: **Treasurer**

Rev. G Bell

Mr T Mullen

Mrs L Purvis

Mr A Creighton

Mr W Paul

Resigned June 2019. Re-appointed December 2019

Mrs S Berry

Appointed February 2020

Mr M Sutherland

Mr M Robinson

Executive Director

Mr John Nonhebel

Bankers

Clydesdale Bank plc

St Vincent Street

Glasgow

G4 0RN

Office

Connect House

42 Hollowglen Road

Glasgow

G32 0DP

Trustees Report

The Trustees have pleasure in presenting their report for the year to 31 July 2020

Structure Governance & Management

Prison Fellowship Scotland ("PFS") became a Scottish Charitable Incorporated Organisation ("SCIO ") on 26 May 2015 under the charity number SC002222. The Trustees elected to convert from a charitable trust to a SCIO in order to bring the structure of PFS into line with current Charity Law applicable in Scotland. The new SCIO replaced the earlier Trust which had been in existence for over 30 years.

Trustees come from a range of backgrounds including Christian ministry, social work, education, prison service and business. New trustees are appointed by the Board of Trustees having taken into consideration their relevant experience. The Trustees meet approximately 4 times per year both face to face and remotely. These meetings address issues such as strategy, engagement with the prison authorities, progress reports, personnel, and finance. Day to day control of PFS activities is undertaken by the Executive Director.

PFS is affiliated to Prison Fellowship International ("PFI"). PFI is a Christian ministry based in Washington DC and exists to serve and support the development of effective national PFI ministries around the world. PFI provides on-going strategic guidance and input into the activities of PFS through a variety of programmed initiatives and support services. As a full member of the PFI community, PFS makes an annual contribution of 6% of its unrestricted income in support of the work of PFI. The Trustees consider the affiliation to PFI as being helpful to the work of PFS and the Trustees acknowledge and appreciate the on-going support and guidance received from PFI and affiliated organisations in Europe.

We welcomed Shirley Berry onto the Board of Trustees in February 2020. Shirley was known to us through a previous management role within Bethany Christian Trust and has provided mentoring services to the staff of PFS. Shirley brings excellent strategic skills as well as pastoral wisdom and charitable organisational insights.

In October 2019, the Trustees were delighted to appoint a new Executive Director, John Nonhebel. John brings an extensive background in faith-based charity management both in the UK and overseas.

Primary Objective

PFS is a non-denominational Christian organisation working with prisoners, victims, ex-prisoners and their families. PFS operates as a resource to prison chaplains via our volunteer network. Our primary objective is to: *"Offer Hope to Prisoners, their Families and our Communities"*

To meet this primary objective PFS has six key objectives:

1. Recruit and train volunteers to work alongside chaplains;
2. Help men and women in prison to explore the Christian faith;
3. Deliver a variety of Christian events in the prisons throughout Scotland;
4. Promote and deliver Victim Awareness / Restorative Justice courses;
5. Care for prisoners, ex-prisoners and their families; and
6. Engage with government to promote Biblical standards of Justice.

All the above is underpinned by local prayer groups throughout Scotland.

Achievements, performance in 2019/20 and plans for the year ahead

Principal activities in the year ended 31st July 2020

2019/20 marked 39 years of service for Prison Fellowship Scotland. This was marked at our Annual Gathering in May 2020 that was held online due to COVID-19 restrictions. We welcomed over 70 participants from across our network of volunteers and churches as well as chaplaincy representatives from the Scottish Prison Service.

Prior to the COVID-19 restrictions, our weekly Fellowship groups, Sycamore Tree courses and Sunday service support made PFS volunteers a common sight in the Scottish Prisons, with PFS being in one prison or another on most days. PFS group leaders are supported by the full-time staff and in return they oversee/support our volunteers. We collect monthly statistics on each location in terms of volunteer engagement, prisoner attendances and the number of purposeful, out of cell activity hours. We also encourage regular reviews amongst the individual groups with either a member of staff attending to offer support.

PFS works closely with Chaplains, supporting them in different aspects of Christian service within the SPS (“Scottish Prison Service”) estate. PFS also liaises closely with the SPS Chaplaincy Advisors and our formal partnership agreement with SPS ensures our work is done in a way that supports the overall work of SPS in their goal of ‘Unlocking Potential and Transforming Lives’.

Outcomes: (Note: Since March 2020 our activities have been severely impacted by COVID-19 restrictions)

<p>Weekly conversational groups</p>	<p>PFS provided the SPS with 8,835 hours of purposeful, out of cell activity across seven months prior to the COVID-19 lockdown.</p>	<p>Quotes from men and women who attend our groups:</p> <ul style="list-style-type: none"> • <i>“I enjoy getting feel like a normal person not a prisoner” (Regular at HMP Glenochil)</i> • <i>“I feel like I am with family” (HMP Addiewell life sentence prisoner)</i> • <i>“I love the worship and study of the word, becoming a Christian has changed me” (Female prisoner)</i>
<p>Sycamore Tree: Restorative Justice / victim awareness course</p>	<p>PFS provided the SPS with 804 hours of purposeful, out of cell activity in relation to victim awareness with 67 candidates completing the course across seven months prior to the pandemic.</p>	<p>Quotes from men and women who attended Sycamore Tree Course:</p> <p><i>“...I thought I had no victims, now I realize I have many” (HMP Low Moss Course participant)</i></p> <p><i>“I never realized how many people my behaviors were affecting” (Course attendee HMP Edinburgh)</i></p>
<p>Adventure Holidays for Children</p>	<p>There were no Scripture Union holidays in the period Aug 2019 to July 2020 due to COVID-19, however one young person did attend a training programme. PFS made a contribution to Scripture Union’s ongoing costs and hopes that their provision of holidays for young people can resume in 2021.</p>	
<p>Angel Tree: Provision of Christmas gifts for children of prisoners</p>	<p>PFS were able to provide 1,400 gifts for parents in prison to give to their children</p>	<p>Quotes from children and parents who benefitted from Christmas gifts:</p> <p><i>“This has been a great help to us at a very difficult time” (Caregiver of child with a parent in prison)</i></p> <p><i>“I have never experienced such a kind act from a stranger”(Family of a male prisoner)</i></p>

Weekly conversational groups

PFS runs groups for men and women in prison to explore faith as the means to consider a new future and the motivation to achieve it. These groups are provided at least once a week and in some prisons three or four times a week, adding to and complementing the work of Chaplains.

In 2019/20 in these groups alone, we delivered over 8,835 hours of purposeful activities for all categories of prisoner. Unfortunately, the COVID-19 lockdown saw all activities cease. We did however get a few opportunities to go and serve the prisoners spiritual needs in a handful of locations, ensuring risk management processes were in place and social distancing observed in line with the prisons' policy.

Sycamore Tree: restorative justice / victim awareness course

In January 2020 PFS hosted a two-day training event for Sycamore Tree Course facilitators with 16 new facilitators trained from within our volunteer base, giving us increased capacity to deliver Sycamore across the SPS estate as well as reviewing the effectiveness of the course material.

Currently:

- HMP Low Moss & HMP Grampian run Sycamore throughout the year;
- HMP Inverness runs Sycamore when the need arises and has capacity within the local PFS group;
- Sycamore in HMP Edinburgh commenced at the invitation of the new Chaplain, Gordon Pennykidd, in 2019/20, recruiting and training a new team of PFS Volunteers specifically for HMP Edinburgh; and
- A two-day Sycamore Course specifically for HMP Castle Huntly was delivered.

Sycamore Tree accounted for a further 804 hours of purposeful prisoner activity in 2019/20 and is recognized as a positive indicator of prisoner progression within the prisons.

Children's Adventure Holidays

Our collaboration with Circle Scotland and SU Scotland to provide adventure holidays for the children of men and women in prison has been hugely successful in prior years with over 260 young people enjoying an adventure holiday. Unfortunately, the COVID-19 restrictions meant SU holidays did not go ahead in 2020.

Angel Tree

PFS provides Christmas presents for the children of men and women in prison each year. This programme is run along with the family liaison units of the jails and gives further opportunity of building relationships with prisoners. During Christmas 2019 we provided over 1,400 gifts across 14 of the 15 Prisons.

Letter writing

Prison Fellowship Scotland is in the process of starting a letter writing programme "**A Time to Write**" where volunteers will be trained to write regular letters (normally monthly) to prisoners in the Scottish jails who have expressed an interest in corresponding with a Prison Fellowship volunteer. This is in response to a recent study which showed that over 50% of prisoners over 50 years old have no outside support. This will provide a new opportunity for our volunteers to continue to work with prisoners. Our aim is to work with prison chaplaincy to be able to identify prisoner participants and refer them to PFS who will then match them up with an appropriate volunteer letter writer.

Volunteers

We continue to recruit and train our volunteers and currently we sit at around 120 volunteers with another 24 currently at various stages of progress. We continue to attract volunteers from all denominations, ages and backgrounds with a significant increase in younger volunteers enquiring about our work.

Since August 2019 we have grown as follows:

- 14 Sycamore Tree Course facilitators, up eight from last year;

- We have a new team of four volunteers in HMP Edinburgh doing Sycamore Tree and Recovery work;
- We have 21 applicants for our letter writing programme, 14 of whom are new to PFS;
- We have a new prayer group with two volunteers in Dumfries;
- We have had a record year for enquiries, 47 in total.

Prayer groups

Prison Fellowship Scotland is fortunate to have faithful supporters who are committed to praying for the work. During the COVID-19 pandemic many supporters have joined online prayer meetings. In March 2020 we set ourselves the goal of having local prayer groups linked with each of the 15 prison in Scotland. This goal has been hindered by the pandemic, but we do have small prayer groups linked with 6 of the 15 prisons with work ongoing to set-up groups for the remaining prisons.

Throughcare

PFS work is with men and women in prison and this brings into sharp focus the need for throughcare support for men and women leaving prison. we liaise closely with other support agencies including Connect to the Community (C2C) to provide friendship and practical support.

We also now have two full-time staff from Glasgow City Mission volunteering with us, this will help keep local prisoners aware of what support is available to them upon release and can be coordinated in advance of a prisoner's release into the community.

Administration

PFS has now implemented a new volunteer/stakeholder database as well as refreshing our website and MailChimp systems to better retain, communicate with and analyze our stakeholder's details and communication preferences. The new PFS website design will assist with clearer communication channels to our supporters and stakeholders.

Financial Information

Total income amounted to £60,887 of which £29,053 was restricted to particular purposes. Total expenditure amounted to £79,325 of which £32,358 related to purposes for which the restricted income was earmarked.

The operating deficit for the year amounted to £18,438 reflecting the challenging fundraising conditions that PFS along with many charities across the voluntary sector are currently facing as well as the associated higher expenditure from the expansion of activities and employed staff at the PFS office.

During the year, £3,000 was donated to other organisations working in partnership with PFS who are aligned with our goals and objectives with further payments to be made later in 2020. The sum of £1,901 will be remitted to PFI later in 2020 in support of its work.

Risk Management

The Trustees regularly review the risk profile of PFS. In particular, the Executive Director maintains an ongoing dialogue with SPS and the Prison Chaplaincy Service to ensure compliance with all necessary procedures and protocols that may apply to PFS volunteers operating within the prison estate. This is of the utmost importance and is addressed at the periodic meetings of the Trustees. Other risks impacting on the activities of PFS are also addressed at this time.

Investment Powers

In accordance with the Trust Deed, the Trustees have powers to acquire and sell investments and hold them in a nominee name. However, at this time PFS has no investments to administer.

Statement of Trustees Responsibilities

The law applicable to Charities in Scotland requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of the charity's affairs and of the surplus or deficit for the year.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Fellowship and to enable them to ensure that the financial statements conform with The Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992. They are also responsible for taking such steps as are reasonably open to them to safeguard the assets of the Fellowship and for the prevention and detection of fraud and other irregularities.

The Trustees confirm that all the above requirements have been met.

By Order of the Trustees on 6.4.21

A handwritten signature in black ink, appearing to read 'Kenneth MacKenzie', written over a horizontal line.

Kenneth MacKenzie (Chairman)

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts Prison Fellowship Scotland

Report to the trustees/members of

Registered charity number

SC002222

On the accounts of the charity for the period

Period start date			Period end date			
Day	Month	Year		Day	Month	Year
1	August	2019	to	31	July	2020

Set out on pages

9-11

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) 2005 Act 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 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 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 Regulations

have 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.

Signed:

B. Christie

Date:

1 April 2021

Name:

Beate Christie BAcc(Hons) CA

Relevant professional qualification(s) or body (if any):

ICAS - Membership Number M27932

Address:

6 Pender Gardens
Rumford
Falkirk
FK2 0BJ

Enter charity name below

Enter SC No.

Prison Fellowship Scotland

SC002222



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2019		31	07	2020

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	31,678	29,053			60,732	53,354
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Interest	155				155	145
A1 Sub total	31,834	29,053	-	-	60,887	53,499
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	31,834	29,053	-	-	60,887	53,499
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	43,967	25,308			69,275	55,060
Grants and donations	3,000	7,050			10,050	7,371
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	46,967	32,358	-	-	79,325	62,431
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	46,967	32,358	-	-	79,325	62,431
Net receipts / (payments)	(15,134)	(3,304)	-	-	(18,438)	(8,932)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	(15,134)	(3,304)	-	-	(18,438)	(8,932)

Prison Fellowship Scotland

SC002222

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	66,672	10,875			67,447	76,379
	Surplus / (deficit) shown on receipts and payments account	(16,134)	(3,304)			(18,438)	(8,932)
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	41,439	7,570	-	-	49,009	67,447



B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		Total	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kenneth MacKenzie	6.4.21
	David Smith	6/4/21

Notes to the Financial Statements *for the Year Ended 31 July 2020*

1 Accounting Policies

Basis of Accounting

The accounts have been prepared on an income and expenditure basis and are in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The accounts also comply with the "Charities Statement of Recommended Practice" using historic cost basis accounting principles.

Unrestricted Fund

The unrestricted funds are applied by the Trustees in the furtherance of the charity's charitable objectives.

Restricted Fund

This fund constitutes money provided to the Charity by external donors for specific projects or expenditure.

Donations, legacies and similar incoming resources

Donations, legacies and similar incoming resources are included in the year in which they are received.

No such funds existed during the period covered in these accounts

Fixed Assets

Fixed Asset purchases are fully expensed to the Income & Expenditure account in the year of purchase. Fixed Asset sales proceeds are treated as General Income at the time of disposal.

2 Payments to Trustees

Trustees receive no remuneration during the year. Trustees were reimbursed £821 for expenses incurred in the course of PFS activities.

3 Charter Fees

Charter Fees payable to PFI have been calculated at the rate of 6% of Unrestricted Income. These monies go to support PFI ministries in other parts of the world. PFS is due to pay the sum of £1,901 to PFI in respect of our affiliation for the period ended 31 July 2020.

4 Analysis of Grants and Donations

	Period ended 31 July 2020		
	Unrestricted	Restricted	Total
Angel Tree	-	3,960	3,960
SU Holidays	-	2,692	2,692
Sycamore Tree	-	398	398
Integrate	3,000	-	3,000
PFI	1,901	-	1,901
	4,901	7,050	11,952