



Smile Scotland SCIO

Scottish Charity No – SC044981

Annual Report and Financial Statements

For the year ended 31 March 2017

Trustees' Annual Report
For the year ended 31 March 2017

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2017.

Reference and Administrative Information

Charity name

Smile Scotland (SCIO)

Charity no

SC044981

Address

122-124 Broomhill Road, Aberdeen. AB10 6XH

Current Trustees

Angela Allan

Chair

Heather Smith

Secretary appointed Trustee 15 Sept 16 & Secretary 31 Jan 17

Clive Hampshire

Treasurer appointed 19 Jun 17

Billy Buchan

Irene Milne

resigned 19 Jun 17

Structure, Governance and Management

Constitution

Smile Scotland really felt like it had started in July 2014 with OSCR granting us charitable status. The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). Although Irene Milne, Clive Hampshire and I had begun 'putting the world to rights' (or filling in application forms) back in August 2013.

The charity has a single tier structure and as such the trustees are the members of the charity.

The board, which currently meets as and when required, are the charity's trustees. Trustees are elected at the annual general meeting which will be held in September. There must be a minimum of three and a maximum of eight trustees.

Objectives and Activities

Charitable purposes

We will empower people in Scotland with the skills, knowledge, confidence and experience to overcome the barriers that they face when getting into, or sustaining employment. We are doing this in order that they can avoid living in poverty and can sustain positive mental and physical health and well-being. Through education and training, discriminating factors such as mental ill-health; physical ill-health and disability; additional learning and support needs; criminal backgrounds; and homelessness will be overcome.

Activities

Education

Understanding all aspects of the workplace, including Health & Safety.

Understanding the needs and expectations of employers, colleagues, customers and self.

Recognising barriers to employment and how to overcome them in order to sustain employment.

Making use of positive, solution-focussed approaches with short, medium and long term goal setting and achieving.

Writing CV's and application forms.

Preparing and practicing for interviews.

Training

Customer Services – appearance, manner and implementation of our values in all areas of work experience.

Building on-the-job knowledge, skills, experience and confidence in one or more areas of interest:

Procurement – Buying on-line, at auction, and face to face at various venues.

Deliveries – van driving, collection and delivery of goods, manual handling.

Furniture restoration – clean, restore and polish household goods, glassware, furniture and antiques.

Retail – pricing, merchandising, customer care and awareness, sales and end of day reconciliation, and delivery arrangement.

Support

Advice and guidance, and empathy from a member of staff at all times when in Education, Training and employment.

Follow up assistance once in employment to ensure sustainability, for as long as is required.

Achievements and Performance

Clients

Since our last report we have directly supported 198 adults within our charity.

Through Aberdeenshire Council Employability Team, we continue to support 1 client volunteer, he has been able to sustain a work placement with us, and increase this to two days per week. He currently struggles to gain employment but successfully completed one job application that led to an interview.

One family referred their adult son, who has additional learning needs, he successfully applied for a job and moved on after three months with us.

Through the Mental Health practitioners at Cornhill hospital we have had 4 referrals, 1 has begun and increased their placement from 1 day to 4 days. 1 was unable to begin, as his mental health deteriorated and 2 are in the process of beginning with us. We have also got 1 woman with severe mental health issues who as self referred and is in the process of beginning with us.

27 adults have come to us through Aberdeen City Council Unpaid Work Team, they have worked through Fiscal Work Orders which support diversion from prosecution and enable adults to sustain employment by avoiding a criminal record.

We have supported 28 adults from the Aberdeen City Council Unpaid work team, providing them with an opportunity to complete Community Payback Orders, and an additional 136 who were able to support us with half or full day placements to fulfil some of the hours in their Orders.

New Volunteers

We have successfully recruited 6 new volunteers, one who is just about to begin, and the others are already in place. We have lost 6 volunteers across the year for various reasons, some due to retirement, moving house, and gaining employment. This year we have supported 2 young people with volunteer placements to support them to completed their Bronze Duke of Edinburgh Awards.

Premises

At the end of August we opened our doors on Broomhill Road. This has been a bigger project than anticipated, with the increased footfall that we had planned for, yet we still never feel we have quite enough space.

A small off-shore container was generously donated via one of our volunteers, and this now sits in our rear carpark as storage.

Within the shop, our plans to expand to have a coffee shop have taken much longer than anticipated, this has been due to time constraints, and being unable to close the shop for a few days to decorate and fit out the area. We have also recognised that we would be unable to staff a coffee shop by ourselves at the moment, so this development continues.

The office space upstairs has been put to good use, while the other two rooms are still in the development process, as new double glazing was installed in April. A study / quiet room and a staff kitchenette are being worked on.

We have secured a cabinet, and more recently a small sales area in Abernyste Antiques Centre, providing us with publicity further south.

We have also made use of Ebay, but have not pursued this due to the time it takes and concerns over false breakage claims.

The development of an on-line presence, through a website, Facebook and Twitter, has been of benefit to partner agencies to find out more about us before referring clients, and for self-referrals and customers. Facebook has grown to having over 2000 likes, and Twitter has been slowly working away with just 21 followers.

Financial review

Our main source of funding is through shop sales, with a small amount being raised in donations.

Three successful funding applications have been made, with substantial donations in funding made by one charity. One unsuccessful funding application was also made across the year. The main aim to secure funds this year has been to help to decorate the new premises and purchase ICT and restoration equipment.

We have now been leasing a large van for just under a year and are now paying up the purchase of a second, smaller van.

Plans for future period

We will be developing and complete a coffee shop in order to expand the range of experiences we can offer to our clients, and to complete the two rooms upstairs. We needs to spend some time to embed our expansion and review the requirement to employ a member of staff.

Acknowledgements

Big thanks must go to Irene who retired as a Trustee after three hard years of getting the charity established. To Clive for his continued hard work, effort and adjustments as he works with new clients. Thanks to Heather, our new Trustee, who has worked

hard and thrived on the challenge of the steep learning curve. Finally, our thanks to everyone else: Trustees, volunteers and customers, who provided donations, support and advice throughout the year.



Angela Allan
Chair of the Board of Trustees

Year ended 31/03/2018

2017	2018
1,481	1,481
423	423
2,104	2,104
0	0
<u>2,104</u>	<u>2,104</u>

2017	2018
1,184	1,184
0	0
<u>1,184</u>	<u>1,184</u>

2017	2018
0	0
<u>0</u>	<u>0</u>

Receipts

Donations

Receipts from charitable activities

- Grant aid

- Gift Aid

- Fund raising

- Other income received

Exp. for

Charitable

Expenditure

Total receipts

Payments

Charitable

Total payments

Surplus/(Deficit) for the year

Surplus/(Deficit) for the year

Statement of Receipts and Payments for the year ended 31 March 2017

	Year Ended 31/03/2017	Year ended 31/03/2016
Receipts		
Donations	4731	1060
Receipts from charitable Activities		
- Shop sales	109189	49638
- Ebay Sales	1205	2279
- Auction Sales	0	0
- Rent Income	6495	5492
- Commission received	823	525
Gift Aid	6771	2835
Vat from HMRC	11978	0
Directors Loan	3000	
Total receipts	<u>144192</u>	<u>61829</u>
Payments		
Cost of charitable activities	138940	64320
Purchase of equipment	209	0
Total payments	<u>139149</u>	<u>64320</u>
Surplus/(Deficit) for the year	5043	(2491)
Surplus/(Deficit) for the year	<u>5043</u>	<u>(2491)</u>

Statement of Balances - As at 31 March 2017

	Year Ended 31/03/2017	Year Ended 31/03/2016
Opening cash at bank and in hand	2347	4838
Surplus/(Deficit) for the year	5043	(2491)
Closing cash at bank and in hand	<u>7390</u>	<u>2347</u>
Bank and Cash Balances		
Business current account	7287	2247
Till float	200	100
Partners Account Balance		
	<u>7390</u>	<u>2347</u>

Other assets

Shop stock	13801	3807
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	<u>13801</u>	<u>3807</u>
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Liabilities

Directors Loan / Wages	3000	509
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Partners Account	97	
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	<u>3097</u>	<u>509</u>
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Notes to the accounts - for the year ended 31 March 2017

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & 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.

During the year the charity received unrestricted donations of £4,731.

3 Related party transactions

One Trustee is paid as a part time member of staff. No other remuneration was paid to the trustees or any connected persons during the year.

4 Cost of charitable activities

	Total 2017	Total 2016
Staff Costs	4886	8372
Consultancy Fees	20500	8700
Rent, Rates, Heat & Light	27479	12237
Insurance	1528	2389
Telephone & Internet	1000	685
Travel & Transport	2530	2641
Credit Card Processing Fees	1090	587
General shop stock	58813	26335
Advertising	1210	358
Subscriptions	0	0
Shop Costs	4686	400
Stationery & Postage	0	288
Accounting Costs	318	673
Miscellaneous Costs	0	655
Stock delivery Costs	525	
Van Purchase & Costs	12158	
Donations	1380	
Auction Meals	325	
Trustee Meeting Costs	96	
Meals for Placements	54	
Credit Card Charges	362	
	<u>138940</u>	<u>64320</u>

Smile Scotland SCIO

Independent Examiner's Report Year ended 31/03/2017

Independent Examiner's Report to the Trustees of Smile Scotland SCIO

I report on the financial statements of the Smile Scotland SCIO ("the charity") for the year ended 31/03/2017 which are set out on pages 1 to 5.

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 & 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 2006 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 the Regulation 11 of the 2006 Accounts Regulations. 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:
 - (a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - (b) to prepare accounts which agree 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:



Date: 30th June, 2017

Name: Mrs Elaine B McLenan MCIBS, FIAB

Relevant professional qualifications or body: Member of the Chartered Institute of Bankers in Scotland, Fellow of the International Association of Book-keepers

Address: 25 Hopcroft Drive, Bucksburn, Aberdeen, AB21 9RJ

