



Smile Scotland SCIO

Scottish Charity No – SC044981

Annual Report and Financial Statements

For the year ended 31 March 2019

Trustees' Annual Report
For the year ended 31 March 2019

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2019.

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
Clive Hampshire	Treasurer
Billy Buchan	
Fiona Willis	

Structure, Governance and Management

Constitution

Smile Scotland began in earnest in July 2014 with OSCR granting us charitable status. The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). The charity has a single tier structure and as such the trustees are the members of the charity.

The board, which continues to meet as and when required, are the charity's trustees. Trustees are elected at the annual general meeting which will be held in October this year.

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 117 adults within our charity.

After 4 years our client from Aberdeenshire Council Employability Team has moved through his planned progression route on to a local placement.

Through the Mental Health practitioners at Cornhill hospital we have had 1 new referral. He stayed with us for 3 months before moving on to paid employment. 1 client has continued, having a better year, he has been able to sustain his 4-day per week placement. 1 client has increased from 1.5 days to 3.5 days per week, and is continuing to develop his confidence with speaking with others (clients, volunteers and trustees), and he is now on the waiting list to move into his own accommodation and away from his current supported accommodation. 1 client, who took a half day per week placement left after 7 weeks due to being unable to accept that he was a client and thought that he should be teaching others. His family have kept in contact.

We have had 2 self-referred clients. One with severe mental health issues who is now confident to arrive and walk through the shop at the start of her day, she is continuing to grow in confidence. The other came in via a post-prison sentence as a schedule 1 offender. We worked closely with the Police to provide effective advice and guidance to support him into employment after an 8-month placement. He continues to keep in contact with us and is sustaining his employment.

31 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 and further education by avoiding a

criminal record. 11 were drug or alcohol related and required additional support during their placement.

We have supported 82 adults from the Aberdeen City Council Unpaid work team, providing them with an opportunity to complete Community Payback Orders, and an additional 19 who were able to support us with half or full day placements to fulfil some of the hours in their Orders. 2 were drug and alcohol related and required additional support during their placement.

New Volunteers

We have successfully recruited 1 new volunteer. 1 volunteer has taken on a one day per week paid post with us and continues as a volunteer. This year we have supported 5 young people with volunteer placements to support them to completed their Bronze Duke of Edinburgh Awards.

Premises

At the end of August '18 we celebrated our second year in Broomhill Road. This has continued as a busy venue, with the increased footfall that we had planned for. The small off-shore container, and the garage have remained as an invaluable assets for additional storage, and the Rag Bag container for recycling clothes, shoes and bags continues to be well used.

Within the shop, our plans to expand to have a coffee shop have slowed as we completed the refurbishment of the area. We have been actively seeking an appropriate partnership to run the coffee shop which includes our clients, and have interviewed 5 prospective partners. This is still ongoing.

The office space upstairs has been put to good use, while the other two rooms are still in the development process. A quiet room is now available upstairs and the other room is currently being used for storage.

We have continued to hold our cabinet and small sales area in Abernyte, the Scottish Antiques Centre, providing us with publicity further south and additional income.

We continue to make use of Ebay for unusual items that have an international appeal.

Publicity

Facebook continues to be of great benefit to us with over 3300 likes, with Twitter and Instagram being peripheral to this. Our website has been of benefit to partner agencies to find out more about us before referring clients, however it is recognised that this needs to be updated. We have given talks about our work to local schools as part of the Youth Philanthropy Initiative and Business Studies; to local interest groups and other charities to raise awareness of our work.

Financial review

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

Two successful funding applications had been made, one to develop the quiet room upstairs and the other for PPI equipment.

We have continued to lease a large van and continue paying up the purchase of a second, smaller van.

Plans for future period

We will be opening the coffee shop to the public in order to expand the range of experiences we can offer to our clients. We will look for additional forms of developing new experiences for our clients and allowing us to remain as self-financing as possible. We will continue to review the requirement to employ additional members of staff, and continue to recruit volunteers and Trustees.

Acknowledgements

Sincere thanks to all of our volunteers, trustees and staff, for their continued hard work, effort and empathy as they work with the clients and each other in what we all call the Smile Family.



Angela Allan
Chair of the Board of Trustees

Statement of Receipts and Payments for the year ended 31 March 2019

	Year Ended 31/03/2019 (£)	Year ended 31/03/2018 (£)
Receipts		
Receipts from charitable Activities:		
- Sales (excl Partner Income)	245168	215546
- Partner Rent Income	7800	7350
- Partner Commission Income	2298	2441
Donations	4269	29435
Gift Aid reclaimed from HMRC	5921	6142
Rag Bag	351	402
Vat reclaimed from HMRC	3658	6098
Directors Loan	0	0
Total receipts	270410	267414
Payments		
Cost of charitable activities	262490	251737
Purchase of equipment	0	0
Total payments	262490	251737
Surplus/(Deficit) for the year	7919	15677

Statement of Balances - As at 31 March 2019

	Year Ended 31/03/2019 (£)	Year Ended 31/03/2018 (£)
Opening cash at bank and in hand	17801	7390
Adjustment for 18/19	- 349	- 362
Surplus/(Deficit) for the year	7919	15677
Closing cash at bank and in hand	<u>25371</u>	<u>22705</u>
Represented by:		
Bank statement at 31.03.19	29545	17079
Plus Mar 19 card sales to be credited	2039	2463
Plus 2017/18 adjustments (*1)	<u>-1466</u>	<u>3907</u>
	30118	23449
Less 2018/19 Adjustments (*2)	<u>5456</u>	<u>1446</u>
	24662	21983
Till float	200	200
Cash in hand	509	522
Partners Account Balance	0	0
	<u>25371</u>	<u>22705</u>
Other assets		
Shop stock	<u>19861</u>	<u>18112</u>
Liabilities		
Directors Loan	0	0
Partners Account	0	0
	<u>0</u>	<u>0</u>

NOTES

(*1) 2017/18 Adjustments for Feb/Mar 18 paid / credited in Apr 18

Credit card expenditure	386
Salaries	468
PAYE	117
Partner commission	495

Total 2016/17 Adjustments 1466

(*2) 2018/19 Adjustments for Mar 18 paid in Apr 18

Salary	494
PAYE	59
Consultant Fee	3000
Partner commission	1854
Other expenses	1265
Less Gift Aid	6672
	1216

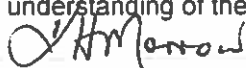
Total 2018/19 Adjustments 5456

Cost of Charitable Activities year ended 31 March 2019

	Total 2018/19 (£)	Total 2017/18 (£)
Staff Costs	3770	585
Consultancy Fees	38655	43108
Rent, Electricity	32938	34477
Premises / Content Insurance	1634	2961
Telephone & Internet	1311	943
Travel / Transport / Parking	142	101
Card Processing Charges	1992	1875
General shop stock	141211	123302
Advertising / Publicity	1152	1514
Subscriptions	0	0
Shop Costs	3553	5784
Office Equipment / Stationery / Postage	374	1260
Accountancy Costs	196	234
Stock delivery / Collection Costs	580	1697
Vehicle Costs	12954	16405
Donations	120	0
Meal on Duty for Trustees / Volunteers	798	766
Trustee Meeting Costs	30	39
Meals for Placements / Clients	15	56
Credit Card Charges	90	80
Other Miscellaneous Costs	1038	1929
Partner Reimbursements	10099	8052
Abernyte Rental Costs	4376	3505
Contractor Services	4283	3062
Coffee Shop	1181	0
	<u>262490</u>	<u>251735</u>

OSCr

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts						v2
Report to the trustees/members of		Smile Scotland SCIO						
Registered charity number		SCO44981						
On the accounts of the charity for the period		Period start date				Period end date		
		Day	Month	Year	To	Day	Month	Year
		1	04	2018		31	03	2019
Set out on pages		1 to 5						(remember to include the page numbers of additional sheets)
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 [other than that disclosed on the attached page*]						
		1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> • 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:						Date:	9/9/2019	
Name:		Thomas H Morrow						
Relevant professional qualification(s) or body (if any):		Chartered Institute of Public Finance and Accountancy						
Address:		2 The Meadows						
		Checkbar						
		Nigg						
		Aberdeen , AB12 4LP						

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of
any items that the
examiner wishes to
disclose**

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank.