

# **Dignity Boxes**

**Trustees' Annual Report and Accounts**

**For the Period**

**21<sup>st</sup> December 2018 - 30<sup>th</sup> September 2019**



**Dignity Boxes**

**Scottish Charity Number SC048930**

**Dignity Boxes is a Scottish Charitable Incorporated Organisation (SCIO)**

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Founder Isabel Dosser holding a Dignity Box

## Trustees' Annual Report

For the Period 21<sup>st</sup> December 2018 – 30<sup>th</sup> September 2019

The trustees have pleasure in presenting their report together with the financial statements and the independent examiners report for the period ended 30<sup>th</sup> September 2019.

### Reference & Administrative Information

Charity Name: Dignity Boxes

Charity Number: SC048930

**Address:** 3 Clement Rise  
Dedridge  
Livingston  
West Lothian  
EH54 6JY

<b>Current Trustees:</b> (at date of signing report)	Isabel Dosser Liane Maitland Alan Preston Alison Punnett Dr. Anne Williams	Chair Secretary Treasurer
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Other Trustees during year none

Independent Examiner: Margaret Birse  
Tangram Accounting  
23 Clark Avenue  
Linlithgow  
EH49 7AP

## **Structure, Governance & Management**

### **Governing Document**

Dignity Boxes is a Scottish Charitable Incorporated Organisation, governed by a constitution. It was registered with OSCR as a SCIO on 21<sup>st</sup> December 2018.

### **Appointment of Trustees**

The Trustees of the charity form the board which meets approximately every 3 months. Trustees are the only members of the charity in terms of responsibility of members under charity legislation. There are 5 trustees and any future appointments or changes will be made by the existing trustees. Supporter membership of the charity is open to all individuals over 18, who support the aims and activities of the charity.

### **Management**

The trustees are responsible for the strategic direction and governance of the charity and for fund raising activities, in order to enhance the existing service.

The trustees are responsible for the management of the risks the charity is exposed to and have established strategic plans to manage the risks. The primary risks include:

- Insufficient funds to continue operating
- Insufficient products to continue distribution
- Non-compliance with charity legislation/regulations and good practice.

## **Objectives, Activities and Achievements**

### **Charitable Purposes**

The charitable purposes as set out in the SCIO constitution are the:

- Prevention or relief of poverty
- Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

The intention of the Charity Trustees is that the purposes are directed to the provision of freely donated toiletries to people in need. Dignity Boxes are small boxes that are filled with a selection of basic toiletries, before being openly placed in areas, that are experiencing deprivation or a high level of poverty.

The aim of the boxes is ultimately to promote self-worth and dignity by allowing those in need to take what they cannot afford, or get access to, from a Dignity Box without having to



ask or thank anyone. Consequently, we hope to promote in a small way, self-worth and dignity.

The purpose, as well as practical, is to make people feel a little better about themselves even for a short time.

The objective for the year was the provision of additional Dignity Boxes, broadening the area where they are located and increasing the diversity of organisations hosting a Dignity Box as a way of relieving hygiene poverty.

## Activities and Achievements

In the first year of the charity the scope has broadened immensely, and we had increased our number of Dignity Boxes to 27 from a starting point of 6, breaking our target of 20 in year one. Each box contains 25 products per month, potentially helping 675 people.

Thank you very much, giving back some Dignity



The range of places /organisations hosting a Dignity Box is diverse and includes family units, single parent creche, asylum seekers, homeless projects, rehab for women coming out of prison and women's aid amongst others. We also give to schools and universities for young people and students suffering hardship. The communities and businesses who donate products are across Lothian and currently we have approximately 52 boxes collecting products that are toiletries. As

well as this we have sporadic and seasonal collections from schools and churches.

Brilliant, just what I needed x

Some organisations offer staff or students to volunteer for us for a few hours and help with sorting the products. We also have our own bank of 30

volunteers who work on a monthly basis. They collect donations, refill Dignity Boxes and help with sorting.

They are an invaluable part of the team. We hope to

have the funds to organise a thank you event for them in year two. They will be invited to a celebration event by the West Lothian Volunteer Network.



Our identity/brand was designed free by graphic design students at Edinburgh Napier University who completed the assignment as part of their portfolio. Thereafter one design was chosen to represent the charity and the young designer now in employment in London continues to support us.



Emily Geraghty (Graphic Designer)

Thank you 4 the bath bombs really needed at the moment, cheers

We have also had a website built and maintained free of charge by a web designer and a map of the area on the website reveals where the Dignity Boxes and donation boxes can be located.

Due to the success of the charity particularly on social media we had to raise some funds to rent premises and pay for printing of posters and other marketing materials. The premises were officially opened by Shelley Kerr on November 1<sup>st</sup>, 2019.

We have begun to build links with other local charities and joined voluntary networks in West Lothian and Edinburgh City. We were also given an award with a monetary prize of £1000 by Edinburgh Napier University when we won a competition set by the Bright Red Triangle, a hub for Entrepreneurs.



## Financial Report

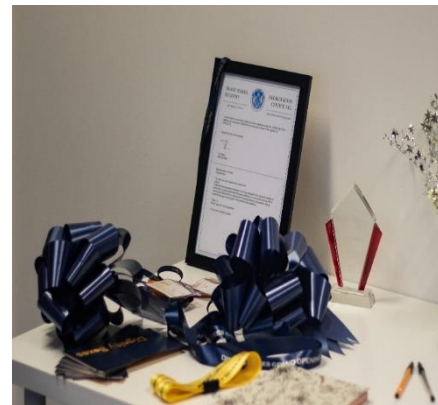


In the first few months we did not require funds and concentrated on collection of products, however, it quickly became apparent that we would need premises to hold stock and as a headquarters. Our main source of funding in year one has been from charitable donations from supporters but also support from some West Lothian councillors' disbursement funds as well as the ENU competition award mentioned earlier.

Edinburgh Napier University Active Citizen Award

We were also given a donation to Trademark our name.

Thank you for the shower gel came in really handy and helped big time



Trademark Certificate

This report covers the period from our registration as a charity until 30<sup>th</sup> September 2019. This was a period where we were starting to grow, but also to become established and make connections in the community. Much of our support comes in the form of donations of basic toiletries which are then distributed. However, as we have moved into a unit to operate from, we are now incurring costs such as rent which we need to raise funds for. Our main source of funding continues to come from charitable donations and disbursements from West Lothian Council Councillors.

Total receipts for the period to 30<sup>th</sup> September 2019 were £5,700 with payments totalling £1,987 giving an overall surplus of £3,713. Fund balances carried forwards to 2020 are £3,663 of Unrestricted Funds together with £50 of Restricted Funds.

### Reserves policy

At the year end the charity held unrestricted reserves of £3,663. It is the intention of the charity to hold reserves at a level that would at a minimum, cover the costs associated with the building rent for a period of 12 months (£4,000). At the end of this initial period, we are close to that target, and the trustees are satisfied with this level of reserves.

**Difficult times**

As we write this our first annual report, we find ourselves in unprecedented times due to the pandemic caused by the Corona Virus. We have suspended our charity services to our link organisations due to travel restrictions and the health and safety of our volunteers who have a variety of health issues or are key workers. As a way of supporting our local community we have instead responded to requests and provided toiletries for the Covid Patients admitted to St. Johns' Hospital in West Lothian. We have also provided sanitary products to a local high school for young people attending there for free lunches. Livingston round table are also delivering food and essential items in the community and we added soap and hand wash for those isolating and unable to leave their homes. We will continue to provide where and when we can without having to travel, staying within Government Guidelines.

However, we are optimistic that once we return to the new normal, we will once again, with more need than ever slowly begin to deliver to our established organisations and those who were due to receive a Dignity or Donation box for the first time. With that in mind we have listed our future plans below.

**Future Plans**

Continue to expand across Lothian

Build relationships with councillors in the City of Edinburgh and East Lothian

Investigate funding opportunities and develop a fundraising committee

Continue to formalise policies and join volunteer networks/organisations

We would like to take this opportunity to thank Business Gateway in West Lothian and Edinburgh for their support and guidance as well as everyone who supports our work.

Approved by the trustees on 9<sup>th</sup> May 2020 and signed on their behalf by:

Isabel Dosser

Isabel Dosser



## Independent Examiner's Report

### to the Trustees of Dignity Boxes, SCIO

I report on the accounts of the charity for the period ended 30<sup>th</sup> September 2019 which are set out on pages 10 to 11.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the statement of account in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

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.

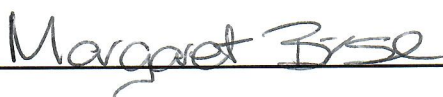
### Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the statement of account 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 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, other than that stated below:

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 proper understanding of the accounts to be reached.



11<sup>th</sup> May 2020

Name: Margaret Birse CCFA CIPFA (Affil) FCIE  
Address: Tangram Accounting  
23 Clark Avenue  
Linlithgow  
West Lothian, EH49 7AP

## Receipts and Payments Account

For the period to 30<sup>th</sup> September 2019

	Period from 21st Dec 2018 to 30th September 2019		
	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Receipts</b>			
Donations	5,430	270	5,700
<b>Total Receipts</b>	<b>5,430</b>	<b>270</b>	<b>5,700</b>
<b>Payments</b>			
Charitable Activities	1,767	220	1,987
<b>Total Payments</b>	<b>1,767</b>	<b>220</b>	<b>1,987</b>
<b>Surplus/Deficit for year</b>	<b>3,663</b>	<b>50</b>	<b>3,713</b>

## Statement of Balances

As at 30<sup>th</sup> September 2019

	As at 30th September 2019		
	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Opening Balance</b>	-	-	-
Surplus/(Deficit)	3,663	50	3,713
<b>Closing Balance</b>	<b>3,663</b>	<b>50</b>	<b>3,713</b>
<b>Liabilities</b>			
IE Fee	180		
<b>Total estimated Liabilities</b>	<b>180</b>		

As this was the first period of operation as a charity, there are no prior year figures to report.

Notes on page 11 form part of these accounts.

The accounts were approved by the Trustees on 9<sup>th</sup> May 2020 and signed on their behalf by

Isabel Dosser

Isabel Dosser

## Notes to the Accounts

### 1. Basis of Accounting

These accounts are prepared on the Receipts and Payments basis in accordance with the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### a. Fund Accounting

**Unrestricted Funds** are those funds which can be used at the discretion of the trustees in furtherance of the objects of the charity

**Restricted Funds** are those funds which can only be used for specific purposes as specified by the donor or when the funds have been raised for a specific purpose. The £270 restricted gift was received to cover the costs of trademarking the charity name. £50 remains which will spent in the coming year.

### 2. Analysis of Donations Received

	Period from 21st Dec 2018 to 30th September 2019		
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
General Donations	1,727	270	1,997
Councillors Disbursements	2,575	-	2,575
Donations from Marathon	128	-	128
Award from Napier University	1,000	-	1,000
<b>Total Donations</b>	<b>5,430</b>	<b>270</b>	<b>5,700</b>

### 3. Analysis of Payments for Charitable Activities

	Period from 21st Dec 2018 to 30th September 2019		
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Storage Boxes & Small Equipment	262	-	262
Stationery & Print	312	-	312
Internet & Website	94	-	94
Rent	641	-	641
Legal & Professional	-	220	220
Volunteer Supplies	120	-	120
Refreshments	45	-	45
Cleaning & Safety	35	-	35
Trustee Travel	258	-	258
<b>Total Donations</b>	<b>1,767</b>	<b>220</b>	<b>1,987</b>

### 4. Transactions with Trustees and Related Parties

One trustee received reimbursement of travel expenses of £258 during the period.

No trustee or related party received any form of remuneration from the charity.