

THE SOAPBOX COLLABORATIVE
CHARITY NUMBER: SC043008

TRUSTEE REPORT
AND
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2015

THE SOAPBOX COLLABORATIVE

INFORMATION PAGE

Charity Number

SC043008

Trustees

Elsie Ewan Duguid
Alexander James Cumming
Alastair Ogston Robertson
Roelf Dijkhuizen
Jenny Ingram

Business Address

c/o University of Aberdeen
First Floor
Foresterhill Health Centre
Westburn Road
Aberdeen
AB25 2AY

Accountants

Hall Morrice LLP
Chartered Accountants
6 & 7 Queens Terrace
Aberdeen
AB10 1XL

Solicitors

Burnett & Reid LLP
15 Golden Square
Aberdeen
AB10 1WF

Bankers

Bank of Scotland
3rd Floor
39 Threadneedle Street
London
EC2 4AU

THE SOAPBOX COLLABORATIVE

CONTENTS

| | <u>Page</u> |
|---|-------------|
| Trustees Report | 1-3 |
| Independent Examiner's Report | 4 |
| Income and Expenditure Account (Incorporating a Statement of Financial Activities) | 5 |
| Balance Sheet | 6 |
| Notes to the Accounts | 7-8 |

THE SOAPBOX COLLABORATIVE
TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2015

The Trustees are pleased to present their report and the financial statements for the year ended 31 March 2015.

Trustees

The Trustees at the year end comprised:

Elsie Ewan Duguid
Alexander James Cumming
Professor Wendy Jane Graham (resigned 10 April 2014)
Alastair Ogston Robertson
Roelf Dijkhuizen (appointed 17 March 2015)
Jenny Ingram (appointed 17 March 2015)

Structure, Governance and Management

Governing Document

The Soapbox Collaborative is constituted as a trust and was set up by Miss Elsie E Duguid as the Burnland Trust, by Deed of Trust dated 19 February 2012 and registered in the Books of Council and Session on 11 July 2012. On 7 October 2014, with OSCR's agreement, the trust name was changed to the Soapbox Collaborative.

Trustees' Induction and Training

The trustees are kept up to date on ongoing developments in the charitable sector by Burnett & Reid LLP and are aware of their responsibilities as trustees in respect of OSCR and the 2005 Charities and Trustee Investment (Scotland) Act.

New trustees are appointed by the existing body of trustees if they are suitable, bearing in mind the purpose of the Trust.

Decisions are taken by a majority of the trustees following intimation of the issues to all trustees and discussions between them. This is generally at pre-arranged meetings of the trustees but may be by e-mail or letter.

Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

THE SOAPBOX COLLABORATIVE
TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2015 (Cont)

Trustees' Responsibilities (Cont)

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and Activities

The primary purpose of the Trust is to pay or apply the income and capital of the Trust Estate, in sums such amount as the Trustees in their absolute discretion may decide, in making grants or awards, either to other charitable institutions or non-governmental agencies or individuals working in the field, for the purpose of furthering the work of reducing maternal deaths and ill health, and the deaths and ill health of newly born infants in the United Kingdom or abroad.

As at 31 March 2015, the Trustees implemented the Trust purposes by meeting on a regular basis, every few months, to agree the strategic direction of the Trust and the annual budget. The day-to day direction for Soapbox is given by Professor Wendy Graham, Executive Director, who reports on activity to the Trustees at each meeting of the Trustees. Professor Graham is supported by a management team led by Joy Gillespie. This team implements the direction given by the Trustees for the organisation, which is that it should be an evidence-based initiative to make a difference for mothers and babies in the poorest countries of the world.

Achievements

In the year to 31st March 2015, Soapbox has continued to work with partners in **Zimbabwe**; we are delighted to have extended our involvement to include health facilities in both Kadoma and KweKwe Districts of Central Zimbabwe. We have supported local health care workers to strengthen infection prevention and control with a special interest in improving hand hygiene.

The partnership with Water Aid to carry out research in **Zanzibar** in conjunction with the Zanzibar Government and the London School of Hygiene and Tropical Medicine was completed in November 2014. The conclusions of the study were reported at a three-day workshop in Zanzibar, attended by government and stakeholders and agreement was reached on the action to be taken to deliver improvements. Soapbox will continue to support this work.

Similar work was carried out in **India** and **Bangladesh**, in partnership with the University of Aberdeen and local partners in both countries and with part funding support from SHARE (Sanitation and Hygiene Applied Research for Equity) a DFID funded organisation. Dissemination events were held in both countries to report results and to discuss follow-up activities and we are now planning on the next phase on implementation of a cleaners training package with our Bangladesh partner.

In the **Gambia** our partnership with Horizons Trust is looking to implement the Maternal Cleanliness Champions Initiative (MCCI) in selected health facilities around Banjul. In addition, the feasibility study on use of birth kits in the community demonstrated real appreciation by women for these kits, and we have also carried out a number of studies on handwashing and hygiene practices through our programme of student visits.

Student visits have also been a major feature of our work in **Ethiopia** where our partnership with Felege Hiwot hospital has developed substantially. A visit by a team of skilled volunteers from the Estates department of Aberdeen Royal Infirmary has resulted a transformation of the organisation and record-keeping of the maintenance function in Felege Hiwot hospital (looking in particular at hygiene issues including water supply) and a number of other visits in the year aimed to provide practical support in key areas. We have also begun discussion on reciprocal visits both by students and professional staff.

We have continued our advocacy and awareness raising role in the UK including various engagement activities with local schools, community and student groups. As in previous years we were able to support national conferences hosted by the Infection Prevention Society and The Royal College of Midwifery as well as co-ordinating an ActionAid Ebola fundraising day at the University of Aberdeen and Aberdeen Royal Infirmary.

More details of all these activities can be seen on the website, www.soapboxcollaborative.org or in the Newsletters, three of which were issued during the year and which are also available through the website.

THE SOAPBOX COLLABORATIVE
TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2015 (Cont)

Financial Review

The financial statements, presented overleaf, show that the charity's gross income amounted to £211,662 in this reporting period. The charity's income was composed thus

| | |
|-------------------------------|---------------|
| Grants | £ 1,500 |
| Donations, including Gift Aid | 190,137 |
| Investment Income | <u>20,025</u> |
| | £211,662 |
| | ===== |

Gross expenditure amounted to £252,967 and was composed thus

| | |
|---|--------------|
| Charitable Activities – Soapbox Collaborative | £244,420 |
| Investment management costs | 4,217 |
| Governance costs | <u>4,330</u> |
| | £252,967 |
| | ===== |

The Trustees have instructed Charles Stanley & Co Limited to manage the charity's investments funds on a discretionary basis. The Trustees have advised that they are prepared to accept a medium level of risk. Charles Stanley & Co Limited are instructed to seek both capital growth and income, with a bias towards income.

Reserves

The charity's unrestricted reserves at the end of this reporting period stood at £916,423.

The Trustees have not developed a formal reserves policy but will ensure that they have access to funds sufficient to cover their commitments.

Trustee Remuneration

The charity does not remunerate any of the Trustees, but it does reimburse one Trustee – Professor Wendy Graham for the travel and accommodation costs incurred on her overseas journeys.

Risks

The Trustees have considered the risks to which the charity is exposed. These relate in the main to investment management and have been ameliorated by the employment of an investment manager. The Trustees also protect against the risk of financial mismanagement by the appointment of the solicitors (who are bound by the Law Society of Scotland Solicitors Accounts Rules in relation to their client monies) to carry out the day-to-day administration of the trust in compliance with regulations governing charities.

The Trustees have prepared this report in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities".

On behalf of the Trustees

Elsie E Duguid
Trustee
26 November 2015

THE SOAPBOX COLLABORATIVE
INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF SOAPBOX COLLABORATIVE

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 5 to 8.

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) (a) to (c) 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 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:

- 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 8 of the 2006 Accounts Regulations.
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shonagh L Fraser

On behalf of Hall Morrice LLP
Chartered Accountants
Aberdeen, 26 November 2015

THE SOAPBOX COLLABORATIVE
INCOME AND EXPENDITURE ACCOUNT
(Incorporating a STATEMENT OF FINANCIAL ACTIVITIES)
FOR THE YEAR ENDED 31 MARCH 2015

| Period Ended <u>31.3.14</u> | | Unrestricted <u>Funds</u> | <u>Total</u> |
|-----------------------------------|---|------------------------------|----------------|
| | | £ | £ |
| £ | Incoming Resources | | |
| | Incoming Resources from Generated Funds: | | |
| 200,059 | Voluntary Income – Donations Received | 190,137 | 190,137 |
| - | Grants | 1,500 | 1,500 |
| <u>14,651</u> | Investment Income | <u>20,025</u> | <u>20,025</u> |
| <u>214,710</u> | Total Incoming Resources | <u>211,662</u> | <u>211,662</u> |
| | Resources Expended | | |
| | Costs of Generating Funds | | |
| 3,452 | Investment Management Costs | 4,217 | 4,217 |
| 81,181 | Charitable Activities (Note 5) | 244,420 | 244,420 |
| <u>3,651</u> | Governance Costs (Note 6) | <u>4,330</u> | <u>4,330</u> |
| <u>88,284</u> | Total Resources Expended | <u>252,967</u> | <u>252,967</u> |
| 126,426 | Net Incoming/(Outgoing) Resources Before Other Recognised Gains and Losses | (41,305) | (41,305) |
| <u>4,237</u> | Unrealised Gains on Investment Assets | <u>27,069</u> | <u>27,069</u> |
| 130,663 | Net Movement in Funds | (14,236) | (14,236) |
| <u>799,996</u> | Total Funds Brought Forward | <u>930,659</u> | <u>930,659</u> |
| 930,659 | Total Funds Carried Forward | 916,423 | 916,423 |
| ===== | | ===== | ===== |

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources expended derive from continuing activities.

THE SOAPBOX COLLABORATIVE

BALANCE SHEET
AS AT 31 MARCH 2015

| <u>2014</u> | | <u>2015</u> |
|----------------|---|----------------|
| £ | | £ |
| | Fixed Assets | |
| 605,363 | Investments (Note 7) | 680,819 |
| | Current Assets | |
| 42,104 | Debtors and Prepayments | 2,287 |
| 75,838 | Cash in Investment Account | 23,235 |
| 21,493 | Bank Current Accounts | 41,236 |
| <u>187,661</u> | Burnett & Reid Account | <u>170,046</u> |
| <u>327,096</u> | | <u>236,804</u> |
| | Creditors: Amounts falling due within one year:- | |
| <u>1,800</u> | Other Creditors | <u>1,200</u> |
| <u>325,296</u> | Net Current Assets | <u>235,604</u> |
| 930,659 | Total Net Assets | 916,423 |
| ===== | | ===== |
| | Represented by: | |
| | Accumulated Funds | |
| 930,659 | Unrestricted Funds (Note 8) | 916,423 |
| ===== | | ===== |

Approved by Management Committee, Signed on their behalf by

.....
26 November 2015
.....

Elsie E Duguid
Trustee

Date

THE SOAPBOX COLLABORATIVE

NOTES TO THE ACCOUNTS **YEAR ENDED 31 MARCH 2015**

1. Accounting Policies

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

(b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

(c) Income Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution of the legacy being received.

Gifts in kind are included at valuation, where this is possible. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

(d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Charitable activities costs are those which directly enable the charity to provide its service. Governance costs are costs incurred which do not directly relate to the charities service.

(e) Value Added Tax

The charity is not VAT registered and as a result all VAT on expenditure is irrecoverable, therefore it is included in the relevant expense or asset cost as appropriate.

(f) Grants

The charity can make grants or awards, either to other charitable institutions or non-governmental agencies or individuals work in the field, for the purpose of furthering the work of reducing maternal deaths and ill health, and the deaths and ill health of newly born infants.

2. Other Services Provided by the Auditors

In common with many businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

3. Management Committee Remuneration

No Trustee received remuneration during the year.

Trustee, Professor Wendy Graham was reimbursed travel and accommodation costs incurred in overseas travel.

THE SOAPBOX COLLABORATIVE

NOTES TO THE ACCOUNTS (CONT'D)
YEAR ENDED 31 MARCH 2015

| | <u>2015</u> | <u>2014</u> | | | |
|--|--------------------|------------------|------------------|-------------------|-------------------|
| 4. Employees | | | | | |
| Number of employees | | | | | |
| The average monthly number of employees during the year was: | Number | Number | | | |
| Administrative | 4 | - | | | |
| | ===== | ===== | | | |
| Employment costs | £ | £ | | | |
| Wages and salaries | 90,485 | - | | | |
| Social security costs | <u>7,007</u> | <u>-</u> | | | |
| | 97,492 | - | | | |
| | ===== | ===== | | | |
| 5. Resources Expended – Charitable Activities | | | | | |
| Wages and NI | 97,492 | - | | | |
| Cost of Project Workers | 83,602 | 43,732 | | | |
| Travel | 20,820 | 5,530 | | | |
| Publicity Expenses | 2,914 | 494 | | | |
| Project Costs | 26,534 | 27,111 | | | |
| Miscellaneous Costs | 12,793 | 4,286 | | | |
| Bank Charges | <u>265</u> | <u>28</u> | | | |
| | 244,420 | 81,181 | | | |
| | ===== | ===== | | | |
| 6. Resources Expended – Governance Costs | | | | | |
| Legal Fees | 3,730 | 1,851 | | | |
| Audit Fee | <u>600</u> | <u>1,800</u> | | | |
| | 4,330 | 3,651 | | | |
| | ===== | ===== | | | |
| 7. Investments | | | | | |
| | <u>Listed</u> | | | | |
| | <u>Investments</u> | | | | |
| As at 1 April 2014 | £605,363 | | | | |
| Additions | 48,910 | | | | |
| Sold | (523) | | | | |
| Revaluation | <u>27,069</u> | | | | |
| As at 31 March 2015 | <u>680,819</u> | | | | |
| 8. Unrestricted Funds | | | | | |
| | <u>At 31</u> | <u>Incoming</u> | <u>Outgoing</u> | <u>Gain on</u> | <u>At 31</u> |
| | <u>March 2014</u> | <u>Resources</u> | <u>Resources</u> | <u>Investment</u> | <u>March 2015</u> |
| General Fund | £930,659 | £211,662 | £252,967 | £27,069 | £916,423 |
| | ===== | ===== | ===== | ===== | ===== |

All net assets relate to the Unrestricted Funds.