

Dorcas Dress Project - 2022-23

Trustees' Report

Aims (Public Benefit Statement)

The Dorcas Dress Project charitable goal is:

The object of the CIO is the relief of financial hardship anywhere in the world by providing sewing equipment, training and support to enable individuals to generate a sustainable income and be self-sufficient and to do so using Christian values and for the public benefit.

Structure & Governance

Trustees (as of end of financial year)

Name	Role
Melissa Russon	Trustee (Chair)
Kojo Amoasi	Trustee (Treasurer)
Nana Amoasi	Trustee
Rev Hasna Khatun	Trustee
Hannah Harrison	Trustee

Trustees are likely to contribute 4-5 hours a month towards their work for the charity. In the 2023-24 financial year, it is an objective to create and implement a formal trustee recruitment process.

In this financial year we were able to recruit a Treasurer for the first time, which has led to significant improvements in our financial processes and understanding.

Executive Team

Name	Role
Maria Skoyles	CEO

Maria is employed as CEO for 8 hours a week.

Staff

Dorcas Dress Project employed no staff (beyond the executive team) in the 2022-23 financial year.

Volunteers

Over the duration of this year we have worked with 4 volunteers in Oswestry and 8 volunteers in Leicester. We've supported 3 sewing hubs across two countries in Africa (Uganda and Nigeria), involving 14 volunteers. This is a total of 26 volunteers.

Status

We are a Charitable Incorporated Organisation, registered with the Charity Commission, no. 1177034.

Objectives for 2022-23

Our overall goal for the year was to develop and expand our Learning Hubs across the UK and Africa, working from our existing links in Nigeria: with the vision of combating social exclusion and isolation, raising aspirations and increasing employability across marginalised communities.

Our objectives were to:

- Maintain and support the work of our sewing hub in Oswestry, UK.
- Continue working with the pop-up sewing hub in Leicester, whilst dress production is completed.
- Explore options of starting a sewing hub in Oxfordshire.
- Maintain and support sales at our one international sewing hub in Nigeria.
- Identify, fundraise, enrol and train volunteers at 2 further international hubs in Africa.
- Identify and start fundraising for 2 further international hubs.

Performance against Objectives

Maintain and support the work of our sewing hub in Oswestry, UK

We've continued to support the work of our existing hub in Oswestry.

Continue working with the pop-up sewing hub in Leicester, while dress production is completed

Following a fundraising campaign in January-March 2022, we worked with a factory in Leicester to produce a run of Dorcas dresses. This was our first experience of working directly with a factory. The goal of the fundraiser was to provide free English lessons for

workers in the factory. Many of these workers speak very little English, and often they don't have a language in common with other workers in the factory floor, either.

Following the production run, the factory chose to provide English lessons themselves for their workers during working hours - an outcome we were very pleased with! The funds we raised were redirected to provide free English classes targeting garment workers elsewhere in the city.

Explore options of starting a sewing hub in Oxfordshire

As we close this financial year we have just started a sewing hub in West Oxfordshire during March, where we hope to provide weekly access for over 100 asylum seeking families to make, mend and repair donated clothes, providing them improved self-esteem, an opportunity to build relationships across cultures and be welcomed by local residents in the village.

Maintain and support sales at our one international sewing hub in Nigeria

We have maintained our sewing hub in Nigeria, providing a sales opportunity for a batch of dresses.

Identify, fundraise, enrol and train volunteers at 2 further international hubs in Africa

We have also established 2 new sewing hubs in Uganda, one in Kampala and one in the Teso region. We have provided online virtual training and opportunities to improve and develop their sewing skills. We have received a first small batch of dresses from one of our Ugandan hubs, ready for us to sell and financially support their team of 6 local dressmakers.

Identify and start fundraising for 2 further international hubs.

We have made a connection with GLO, a charity based in Burundi and have started training some of their charity delegates so they can use the project to support people in local need.

We have also started fundraising so we can set up a project in the largest refugee camp in Tanzania.

Additional achievements in this financial year

With the introduction of our new online Moodle training programme, we have been able to track enrolments onto each new module and monitor training progress and completed assessments. Through providing online virtual sewing classes as required by each sewing hub we have been able to provide the necessary and personalised support to meet the individual needs of volunteers and beneficiaries.

The Moodle platform enables sewing hubs to monitor the progress of beneficiaries, while improving confidence in volunteers and beneficiaries alike as they begin to use the progression tools. Certificates of achievement are available to recognise achievement, and validate tasks being carried out which they may have otherwise felt incapable of.

Our hope is that beneficiaries will leave us with improved self-esteem, mental health and self-worth enabling us to provide them with strong references, which will in turn support future employment opportunities. Our training platform has been used by sewing hubs and volunteers in Shropshire, Leicestershire and Berkshire.

Our volunteers and beneficiaries have made the following comments:

"I am hugely impressed with the way the sewing instructions are put on video. It must have taken a great deal of time. Every step is explained very clearly and shown very clearly. "

"I've finally found something I truly love and want to do. I'd do it everyday if I could."

"Throughout the project... I have felt well supported."

"From the initial meeting on zoom where everything was explained and then the bombardment of questions and queries that came your way from the Oswestry team, which were all promptly answered, through to the details that you are answering now, I've felt well supported and encouraged. "

"The group training sessions, the flow charts and the individual training input have given me confidence to go live...The videos are a great resource."

"It's been exciting to see how [the lockdown has been used] to build relationships through zoom but also to build more solid structures in the project so that it is much more of a package now. It's come a long way from an instruction manual and a dress to sew to a package that teaches sewing skills at a slower pace so there is (hopefully) confidence in the trainees that they will have the skills to make the dress well."

Learning from this financial year

We have achieved a lot on our little income and recognised the need to be more organised and intentional about fundraising so we can support all beneficiaries across our growing hub network.

Financials

Treasurer's report

The 2022-23 financial year is my first partial year as treasurer of the Dorcas Dress Project, after having been the external reviewer of accounts for 2021-22 in November 2022.

In summary, it presented a year of smaller financial activity than 2021-22, but the year was otherwise sustainable. At a high level, the charity ended the financial year with £4033.63 (of which a portion will need to be returned to a sponsor) compared to £4145 for the previous year. However the total outgoings and incomings were lower the previous financial year, with incomings at £9933 and £15471 and outgoings £10556 and £18145 for 2022-23 and 2021-22 (derived from the nominal activity report). Particular items I will highlight is the 75% drop in the volume of sales and correspondingly of Gift Aid, although there is a corresponding drop in the cost of sales. Also, while business donations have remained broadly in line with last year, personal donations are down significantly. The Leicester hub and the Crowdfunder donations contributed significantly to the unreserved donations from last year. It is also worth highlighting that macroeconomic conditions for the 2022-23 financial year have been worse than the previous year, with successive interest rate increases and high inflation. Additionally, pensions are now correctly being accounted for and travelling and postage costs have gone up, 3.6x and 3.3x respectively.

Transactions and financial data is stored through a combination of manual automatic input into the shared Google Drive and Sage Accounting through hard work from the CEO. The treasurer has only been taking a regular and in depth look at the data towards the end of the financial year and would be looking to build regular oversight over the accounts for the next financial year. There are various areas and options available to the Dorcas Dress Project, such as defining a reserves policy, that would be worth investigating in the next financial year (2023-24) to ensure strong foundations and confidence the charity can react to upcoming changes. Also, further investigation into how to raise both sales and personal donations.

Reserves Policy

For the 2022-23 financial year, the Dorcas Dress Project didn't have a reserves policy. This is primarily as the team had not gotten round to formalising a policy as it has been maturing its processes. In the 2023-24 financial year, it is an objective to create and implement a reserves policy.

The Dorcas Dress Project

Balance Sheet Report

To: 31 March, 2023

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1020 - Stock - Finished Goods 8,105.68

1200 - Bank Account 4,033.63

1220 - Paypal 143.95

Total Current Assets £12,283.26

TOTAL ASSETS £12,283.26

LIABILITIES

Current Liabilities

2100 - Trade Creditors 4.00

2210 - PAYE to pay to HMRC 44.40

Total Current Liabilities £48.40

Future Liabilities

Total Future Liabilities £0.00

TOTAL LIABILITIES £48.40

TOTAL NET ASSETS £12,234.86

EQUITY

Net Profit / Loss	12,234.86
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<i>Net Profit / Loss (prior year(s))</i>	12,561.13
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<i>Net Profit / Loss (current year)</i>	-326.27
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TOTAL EQUITY	£12,234.86
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The Dorcas Dress Project

Profit and Loss Report

01 April, 2022 - 31 March, 2023

Sales

4000 - Sales - (total received)	714.76	
4100 - Gift Aid	126.25	
4101 - Unreserved donations (business)	6,051.53	
4102 - Unreserved donations (personal)	567.57	
4103 - Reserved donations for Tanzania project	1,782.74	
4301 - Sponsorship - Nigeria	690.00	
	Total Sales	£9,932.85

Direct Expenses

1000 - Stock - Raw Materials	43.36	
5000 - Cost of Sales - Goods	31.99	
5500 - Hub Resources - Tools & equipment	524.45	
5503 - Resources and costs for Tanzania project	1,892.70	
6000 - Marketing	271.89	
	Total Direct Expenses	£2,764.39

GROSS PROFIT / LOSS	£7,168.46
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Overheads

7000 - Employee Wages and Salaries	5,660.00
7030 - Employer's Pension	373.00
7400 - Travelling	536.35
7500 - Printing	57.94
7510 - Postage and Carriage	453.91
7630 - Business Insurance	145.60
7900 - Bank Charges and Interest	16.35

8200 - General Expenses

251.58

Total Overheads **£7,494.73**

NET PROFIT / LOSS **-£326.27**

From: 01/04/2022
To: 31/03/2023

The Dorcas Dress Project
Trial Balance Report

19 Jul 2023
16:02

This period only

Nominal Code	Name	Last Financial Year	
		Debit	Credit
1000	Stock - Raw Materials	43.36	
1020	Stock - Finished Goods	21.60	
1200	Bank Account		111.41
1220	Paypal	143.94	
2100	Trade Creditors		104.00
2210	PAYE to pay to HMRC		276.40
4000	Sales - (total received)		714.76
4100	Gift Aid		126.25
4101	Unreserved donations (business)		6,051.53
4102	Unreserved donations (personal)		567.57
4103	Reserved donations for Tanzania project		1,782.74
4301	Sponsorship - Nigeria		690.00
5000	Cost of Sales - Goods	31.99	
5500	Hub Resources - Tools & equipment	524.45	
5503	Resources and costs for Tanzania project	1,892.70	
6000	Marketing	271.89	
7000	Employee Wages and Salaries	5,660.00	
7030	Employer's Pension	373.00	
7400	Travelling	536.35	
7500	Printing	57.94	
7510	Postage and Carriage	453.91	
7630	Business Insurance	145.60	
7900	Bank Charges and Interest	16.35	
8200	General Expenses	251.58	
TOTAL		£10,424.66	£10,424.66

From: 01/04/2022
To: 31/03/2023

The Dorcas Dress Project
Purchase Day Book Report

02 Jun 2023
14:26

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
453	Purchase QE Invoice	24/06/2022	Maria Skoyles		test transaction		0.01	0.00	0.01
298	Purchase QE Invoice	27/06/2022	PERSON 6		088 English classes		80.00	0.00	80.00
627	Purchase Invoice	30/06/2022			hours worked		115.20	0.00	115.20
299	Purchase QE Invoice	03/07/2022			092 postage		7.90	0.00	7.90
303	Purchase QE Invoice	03/07/2022			WooCommerce		1.10	0.00	1.10
300	Purchase QE Invoice	07/07/2022	MyHermes		093		6.85	0.00	6.85
304	Purchase QE Invoice	18/07/2022	Paypal		096 donation		1.60	0.00	1.60
305	Purchase QE Invoice	25/07/2022	Andy White		095 teaching		60.00	0.00	60.00
306	Purchase QE Invoice	25/07/2022	Royal Mail		094 postage		3.95	0.00	3.95
560	Purchase Invoice	29/07/2022	Maria Skoyles				4.00	0.00	4.00
307	Purchase QE Invoice	01/08/2022	Royal Mail		112		3.95	0.00	3.95
448	Purchase QE Invoice	02/08/2022	Paypal		WooCommerce		1.38	0.00	1.38
309	Purchase QE Invoice	03/08/2022	Royal Mail		113		3.95	0.00	3.95
310	Purchase QE Invoice	03/08/2022	Royal Mail		114		3.95	0.00	3.95
311	Purchase QE Invoice	05/08/2022	Royal Mail		115		7.90	0.00	7.90
312	Purchase QE Invoice	10/08/2022	Royal Mail		116		7.90	0.00	7.90
313	Purchase QE Invoice	22/08/2022	Royal Mail		117		16.75	0.00	16.75
314	Purchase QE Invoice	22/08/2022	ebay		118 parcel tape		9.95	0.00	9.95
315	Purchase QE Invoice	22/08/2022	Royal Mail		119		3.35	0.00	3.35
316	Purchase QE Invoice	22/08/2022	Royal Mail		120		3.35	0.00	3.35
317	Purchase QE Invoice	30/08/2022	Royal Mail		121		3.35	0.00	3.35
318	Purchase QE Invoice	05/09/2022	ebay		133 earring backs		2.69	0.00	2.69
319	Purchase QE Invoice	05/09/2022	ebay		134 pliers		3.97	0.00	3.97
320	Purchase QE Invoice	05/09/2022	ebay		135 holepunch		2.39	0.00	2.39
321	Purchase QE Invoice	05/09/2022	ebay		122 jewellery wire		6.22	0.00	6.22
322	Purchase QE Invoice	09/09/2022	Paypal		WooCommerce		0.72	0.00	0.72
323	Purchase QE Invoice	12/09/2022	Royal Mail		136		16.75	0.00	16.75
324	Purchase QE Invoice	28/09/2022	Paypal		WooCommerce		1.38	0.00	1.38
325	Purchase QE Invoice	29/09/2022	Royal Mail		137		3.35	0.00	3.35
333	Purchase QE Invoice	11/10/2022	Facebook		156 Facebook ads		20.00	0.00	20.00
355	Purchase QE Invoice	18/10/2022	Paypal		WooCommerce		2.08	0.00	2.08

From: 01/04/2022
To: 31/03/2023

The Dorcas Dress Project
Purchase Day Book Report

02 Jun 2023
14.26

445	Purchase QE Invoice	18/10/2022	Facebook	155 ads	20.00	0.00	20.00
356	Purchase QE Invoice	23/10/2022	ebay	123 sewing machine	39.99	0.00	39.99
362	Purchase QE Invoice	28/10/2022	Royal Mail	138 postage	3.35	0.00	3.35
363	Purchase QE Invoice	28/10/2022	Royal Mail	139 postage	3.35	0.00	3.35
364	Purchase QE Invoice	28/10/2022	Royal Mail	140 postage	0.95	0.00	0.95
365	Purchase QE Invoice	30/10/2022	ebay	124 bosch cutters	28.99	0.00	28.99
366	Purchase QE Invoice	30/10/2022	ebay	125 cutting pegs	3.50	0.00	3.50
367	Purchase QE Invoice	30/10/2022	ebay	126 cutting safety gloves	11.39	0.00	11.39
368	Purchase QE Invoice	30/10/2022	ebay	127 machine bobbins	4.99	0.00	4.99
369	Purchase QE Invoice	30/10/2022	ebay	141 fabric shears	6.62	0.00	6.62
370	Purchase QE Invoice	30/10/2022	ebay	128 tape measures	3.49	0.00	3.49
371	Purchase QE Invoice	30/10/2022	ebay	129 tailors chalk	3.98	0.00	3.98
372	Purchase QE Invoice	30/10/2022	ebay	130 embroidery scissors	6.60	0.00	6.60
373	Purchase QE Invoice	30/10/2022	ebay	154 Facebook	3.14	0.00	3.14
374	Purchase QE Invoice	31/10/2022	Toostation	144 lubricant spray	10.19	0.00	10.19
375	Purchase QE Invoice	31/10/2022	ebay	132 sewing machine. bands	3.90	0.00	3.90
376	Purchase QE Invoice	31/10/2022	Sikets	145 labels for Tanzania	20.96	0.00	20.96
443	Purchase QE Invoice	31/10/2022	ebay	131 LED lighis machines	14.20	0.00	14.20
377	Purchase QE Invoice	10/11/2022	Royal Mail	146 postage	2.85	0.00	2.85
378	Purchase QE Invoice	22/11/2022	UPS	147 parcel to Tanzania	437.34	0.00	437.34
379	Purchase QE Invoice	01/12/2022	Facebook	153 facebook	7.41	0.00	7.41
380	Purchase QE Invoice	05/12/2022	Royal Mail	148 postage	2.85	0.00	2.85
381	Purchase QE Invoice	10/12/2022	ebay	149 cutters for Burundi	43.95	0.00	43.95
382	Purchase QE Invoice	10/12/2022	ebay	150 cutters for Burundi	43.25	0.00	43.25
383	Purchase QE Invoice	18/12/2022	ebay	151 cutters fro Burundi	51.50	0.00	51.50
384	Purchase QE Invoice	22/12/2022	Sikets	152 labels for Burundi	49.30	0.00	49.30
487	Purchase Invoice	06/01/2023	ebay		10.17	0.00	10.17
491	Purchase Invoice	07/01/2023	ebay		54.34	0.00	54.34
531	Purchase QE Invoice	10/01/2023	Royal Mail	168 postage	8.05	0.00	8.05
497	Purchase Invoice	11/01/2023	ebay		6.62	0.00	6.62
515	Purchase Invoice	11/01/2023	Sikets		20.57	0.00	20.57
501	Purchase Invoice	12/01/2023	Royal Mail		5.95	0.00	5.95
178							

From: 01/04/2022
To: 31/03/2023

The Dorcas Dress Project
Purchase Day Book Report

02 Jun 2023
14:26

495	Purchase Invoice	23/01/2023	ebay	1.74	18.58	0.00	18.58
504	Purchase Invoice	26/01/2023	Lontex Cargo	180	5.95	0.00	5.95
492	Purchase Invoice	31/01/2023	ebay	171	19.47	0.00	19.47
494	Purchase Invoice	31/01/2023	ebay	173	13.87	0.00	13.87
500	Purchase Invoice	31/01/2023	ebay	177	7.77	0.00	7.77
518	Purchase Invoice	01/02/2023	Royal Mail	180	5.95	0.00	5.95
509	Purchase Invoice	14/02/2023	Royal Mail	182	3.35	0.00	3.35
512	Purchase Invoice	23/02/2023	ebay	185	9.02	0.00	9.02
511	Purchase Invoice	28/02/2023	ebay	184	0.99	0.00	0.99
609	Purchase Invoice	01/03/2023	Paypal		1.35	0.00	1.35
508	Purchase Invoice	02/03/2023	Royal Mail	181	3.35	0.00	3.35
510	Purchase Invoice	02/03/2023	ebay		5.00	0.00	5.00
TOTAL					£1,434.33	£0.00	£1,434.33

Tlx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
301	Sales QE Invoice	03/07/2022	PERSON 7		Woocommerce		64.00	0.00	64.00
338	Sales QE Invoice	18/07/2022	PERSON 8		096 donation		100.00	0.00	100.00
447	Sales QE Invoice	02/08/2022	PERSON 9		Woocommerce		84.00	0.00	84.00
326	Sales QE Invoice	09/09/2022	PERSON 10		Woocommerce		35.00	0.00	35.00
327	Sales QE Invoice	28/09/2022	PERSON 11		Woocommerce		84.00	0.00	84.00
339	Sales QE Invoice	30/09/2022	PERSON 12		097 donation		19.52	0.00	19.52
340	Sales QE Invoice	01/10/2022	Kojo Amoasi		098 donation		49.10	0.00	49.10
341	Sales QE Invoice	01/10/2022	PERSON 13		099 donation		29.38	0.00	29.38
342	Sales QE Invoice	08/10/2022	PERSON 14		100 donation		19.52	0.00	19.52
343	Sales QE Invoice	09/10/2022	PERSON 15		101 donation		9.66	0.00	9.66
344	Sales QE Invoice	12/10/2022	PERSON 16		102 donation		29.38	0.00	29.38
345	Sales QE Invoice	13/10/2022	PERSON 17		103 donation		19.52	0.00	19.52
346	Sales QE Invoice	14/10/2022	PERSON 18		104 donation		39.24	0.00	39.24
347	Sales QE Invoice	14/10/2022	PERSON 19		105 donation		39.24	0.00	39.24
348	Sales QE Invoice	16/10/2022	PERSON 20		106 donation		19.52	0.00	19.52
440	Sales QE Invoice	16/10/2022	PERSON 21		107 donation		4.73	0.00	4.73
350	Sales QE Invoice	18/10/2022	PERSON 22		108 donation		9.66	0.00	9.66
354	Sales QE Invoice	18/10/2022	PERSON 23		Woocommerce		134.00	0.00	134.00
351	Sales QE Invoice	22/10/2022	PERSON 24		109 donation		10.65	0.00	10.65
352	Sales QE Invoice	22/10/2022	PERSON 25		110 donation		19.52	0.00	19.52
353	Sales QE Invoice	22/10/2022	PERSON 26		111 donation		49.10	0.00	49.10
572	Sales Invoice	27/03/2023	PERSON 3	SI-2	donation		49.10	0.00	49.10
574	Sales Invoice	27/03/2023	PERSON 2	SI-3	donation		25.44	0.00	25.44
576	Sales Invoice	27/03/2023	PERSON 1	SI-4	dress sale		72.76	0.00	72.76
TOTAL							£1,016.04	£0.00	£1,016.04

From: 01/04/2022
To: 31/03/2023

The Dorcas Dress Project
Sales Day Book Report

02 Jun 2023
14:25